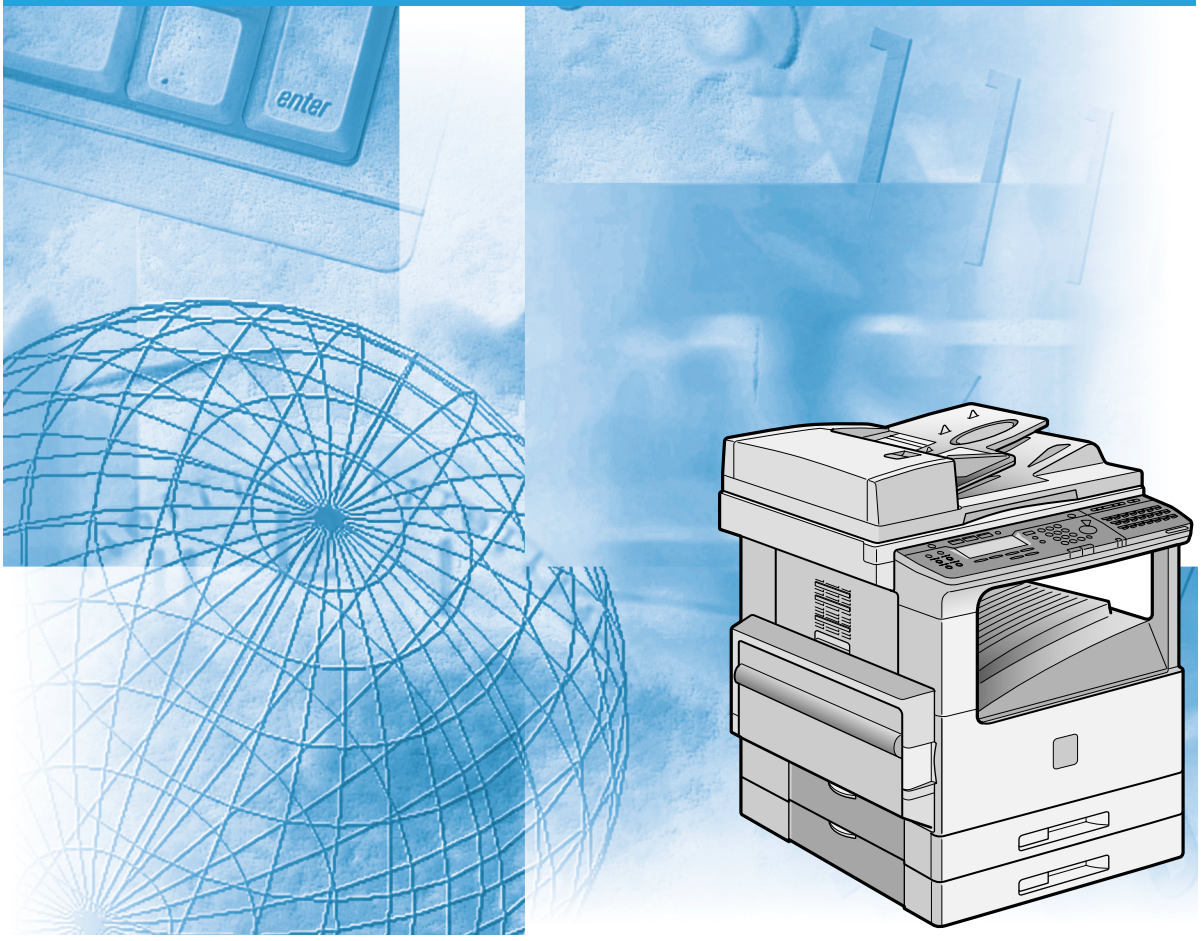
Canon

imageCLASS 2300

Reference Guide



Read this guide first.

Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

ENG

imageCLASS 2300
Reference Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
Some of the manuals listed below are only supplied with the Network Model of this machine.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

Installing and Setting Up the Machine	**Set-Up Sheet for the Machine**	
Network and Printer Settings	**Set-Up Sheet for Networking and Printing**	
Basic Operations	**Basic Guide**	
Machine Settings Troubleshooting	**Reference Guide (This Document)**	
Copying Instructions	**Copying Guide**	
Fax Instructions	**Facsimile Guide**	
Sending Instructions	**Sending Guide**	
Remote User Interface Instructions	**Remote UI Guide**	CD-ROM
Network Connectivity and Setup Instructions	**Network Guide**	CD-ROM
PCL Printer Instructions	**PCL Printer Guide**	CD-ROM
PCL Printer Driver Installation and Instructions	**PCL Driver Guide**	CD-ROM
Fax Driver and Cover Sheet Editor Installation and Instructions	**Fax Driver Guide with Cover Sheet Editor**	CD-ROM

The machine illustration on the cover may differ slightly from your machine.

How This Manual Is Organized

Chapter 1 Before You Start Using This Machine

Chapter 2 Basic Operations

Chapter 3 Selecting and Storing Settings

Chapter 4 Checking Job Status

Chapter 5 System Manager Settings

Chapter 6 Routine Maintenance

Chapter 7 Troubleshooting

Chapter 8 Appendix

Includes the report samples, specifications, and index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Preface

Thank you for purchasing the Canon imageCLASS 2300. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

Control Panel Keys: <Key icon> + (Key Name)

Example: (Start)

(Stop)

Function Keys: <Key icon> + (Key Function)

Example: 

Press [F3] (DENSITY)



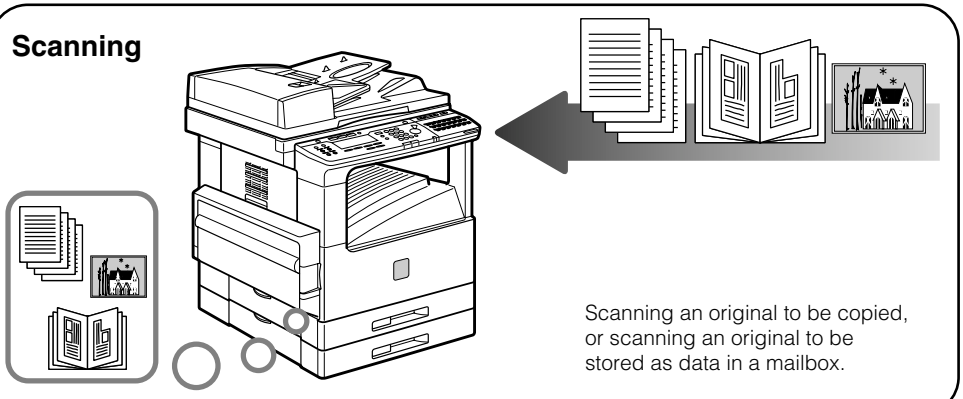
Press [F4] (▲)

Operations and Terms Used in This Manual

This machine makes effective use of memory in order to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print from this machine, using a function other than the Copy function. In this machine, these operations take place in a complex way, so that not only copies, but also various kinds of prints may sometimes have to wait their turn before they can be output.

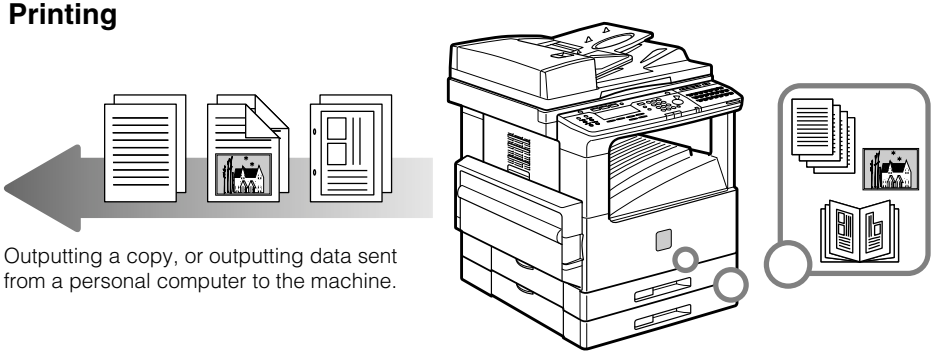
To avoid confusion when reading this manual, the terms "scanning", "printing", and "copying" used throughout this manual are defined as set out below. There are some cases in which the scanning of an original when making a copy, and the process of making a print, are described separately.

Scanning



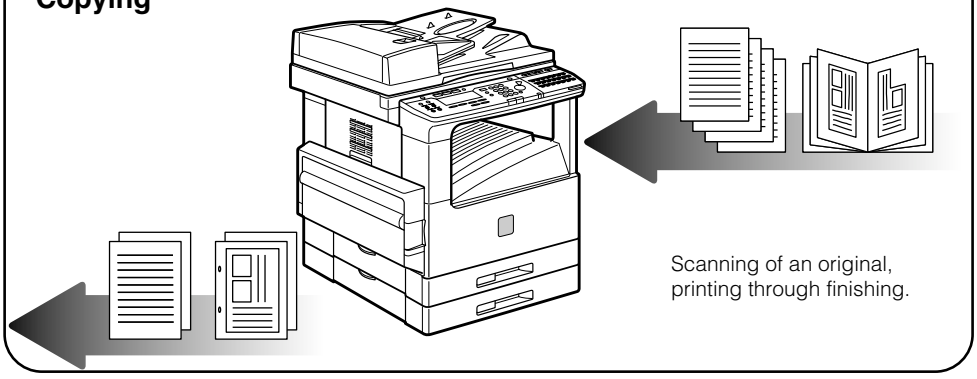
Scanning an original to be copied, or scanning an original to be stored as data in a mailbox.

Printing



Outputting a copy, or outputting data sent from a personal computer to the machine.

Copying



Scanning of an original,
printing through finishing.

Legal Notices

Laser Safety

This product complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Class 1 levels of laser radiation are not considered to be hazardous.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by the equipment's Reference Guide.

CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured since August 1, 1976. Compliance is mandatory for products marketed in the United States. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

CANON INC.
3-30-2 SHIMOMARUKO, OHTA-KU, TOKYO, JAPAN
CANON U.S.A., INC.
ONE CANON PLAZA, LAKE SUCCESS, N.Y. 11042, U.S.A.
CANON CANADA INC.
3128 ORLANDO DRIVE, UNIT#1, BUILDING F, MISSISSAUGA, ONTARIO, L4V1R5, CANADA
MANUFACTURED:
THIS PRODUCT CONFORMS WITH DHHS RADIATION PERFORMANCE STANDARD, 21 CFR CHAPTER 1 SUBCHAPTER J.

The label shown below is attached to the laser scanner unit inside the machine.





CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

International Energy Star Program



As an ENERGY STAR® Partner, Canon USA, Inc. has determined that this copier model meets the ENERGY STAR® Program for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

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- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Traveles Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

Important Safety Instructions

Please read these "Important Safety Instructions" thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

Installation

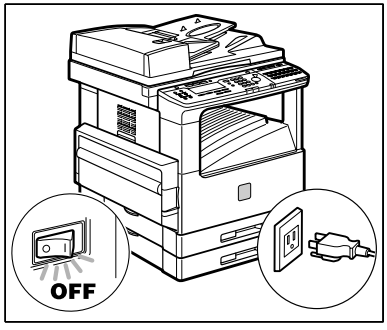
⚠ WARNING

Do not install the machine near alcohol, paint thinner or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.

Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your service representative.

- Necklaces and other metal objects

- Cups, vases, flowerpots, and other containers filled with water or liquids



⚠ CAUTION

Do not install the machine in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.

Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.

Do not install the machine in the following locations:

- A damp or dusty location

- A location near water faucets or water

- A location exposed to direct sunlight

- A location subject to high temperatures

- A location near open flames

Power Supply

⚠ WARNING

Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.

Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.

Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.

Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.

Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.

As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 120 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.

⚠ CAUTION

Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.

Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.

Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.

Handling

⚠ WARNING

Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.

If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your service representative. Continued use of the machine in this condition may result in a fire or electrical shock.

Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, it may result in a fire or electrical shock.

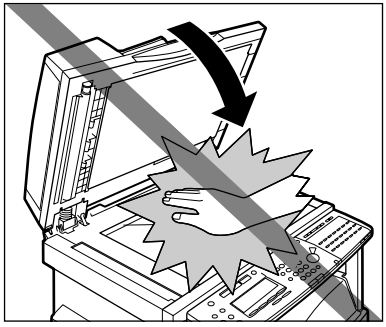
To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.

Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your service representative.

⚠ CAUTION

Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.

Close the feeder/platen glass cover gently to avoid catching your hands, as this may result in personal injury.



Do not press down hard on the feeder/platen glass cover when using the platen glass to make copies of thick books, etc. Doing so may damage the platen glass and result in personal injury.

Do not touch the paper output area while the machine is copying or printing, as this may result in personal injury.

Turn OFF the main power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.

The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.

Never open covers other than those instructed in this manual.

Do not remove the caution label attached to the cover of the laser scanner unit.

If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.

Maintenance and Inspections

⚠ WARNING

When cleaning the machine, first turn OFF the main power switch, then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.

Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.

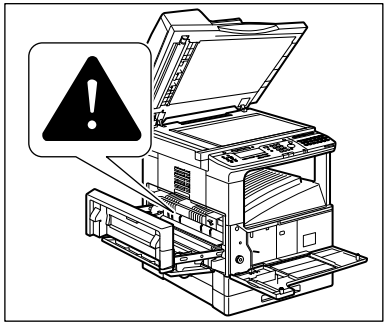
Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.

⚠ CAUTION

The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.



When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.

When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.

When removing a used toner cartridge, remove the cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

Consumables

⚠ WARNING

Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.

Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.

When discarding used toner cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.

⚠ CAUTION

Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

Other Warnings

⚠ WARNING

For cardiac pacemaker users:
This product generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

Before You Start Using This Machine

1
CHAPTER

This chapter describes what you should know before using this machine, such as main features, parts and their functions, how to turn ON the main power, and so on.

Installation, Location, and Handling 1-2
- Installation Precautions 1-2
- Handling Precautions 1-7

Parts and Their Functions 1-10
- External View 1-10
- Internal View 1-11
- Control Panel Parts and Functions 1-12

Main Power and Energy Saver Key 1-15
- How to Turn ON the Main Power 1-15
- Adjusting the Brightness of the LCD Display 1-17
- Energy Saver Mode 1-18

System Settings 1-19

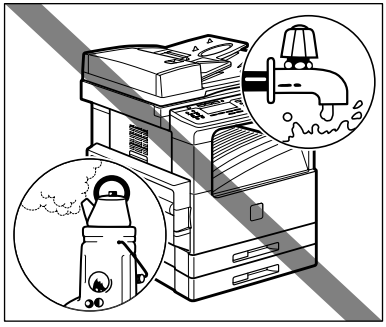
Installation, Location, and Handling

This section describes precautions for installation location and handling. We recommend that you read this section prior to use.

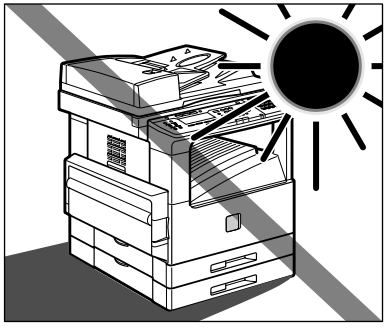
Installation Precautions

Avoid Installing the Machine in the Following Locations

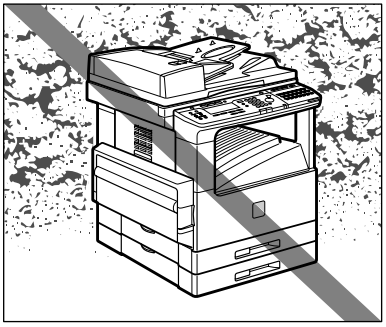
■ **Avoid locations which are subject to extreme temperature and humidity, whether low or high.**
For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters or stoves.



■ **Avoid installing the machine in direct sunlight.**
If this is unavoidable, use curtains to shade the machine. Be sure that the curtains do not block the machine's ventilation slots or louvers, or interfere with the electrical cord or power supply.

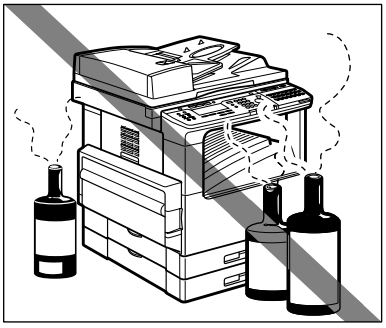


■ **Avoid poorly ventilated locations.**
This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.



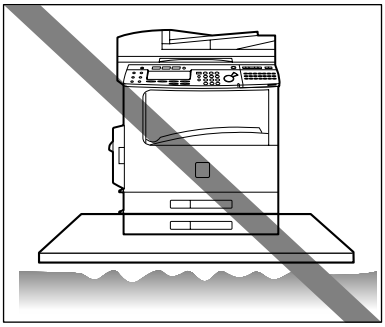
■ **Avoid locations where a considerable amount of dust accumulates.**

■ **Avoid locations where ammonia gas is emitted.**

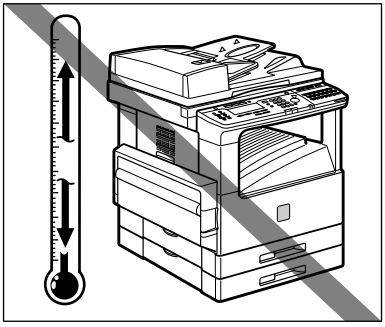


■ **Avoid locations near volatile, flammable materials, such as alcohol or paint thinner.**

■ **Avoid locations that are subject to vibration.**
For example, avoid installing the machine on unstable floors or stands.



■ **Avoid exposing the machine to rapid changes in temperature.**
If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine. This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all.



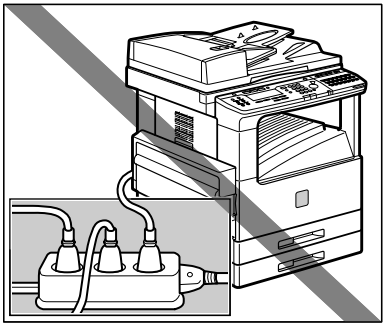
■ **Avoid installing the machine near computers or other precision electronic equipment.**
Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.

■ **Avoid installing the machine near televisions, radios, or similar electronic equipment.**
The machine might interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet and maintain as much space as possible between the machine and other electronic equipment.

■ **About the machine's leveling feet.**
Do not remove the machine's leveling feet after the machine has been installed. If you put weight on the front of the machine while the drawers or units within the machine are pulled out, the machine may fall forward. To prevent this from happening, make sure that the machine's leveling feet are in place.

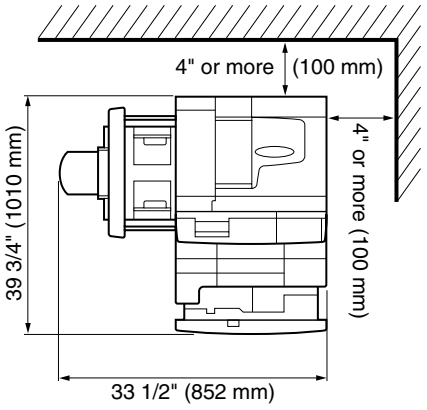
Select a Safe Power Supply

- **Insert the power plug into a 120 V AC outlet.**
- **Make sure that the power supply for the machine is safe, and has a steady voltage.**
- **Do not connect the power cords of other electrical equipment into the same outlet to which the machine is connected.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **The power cord may become damaged if it is often stepped on, or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.**



Provide Adequate Installation Space

■ **Provide enough space on each side of the machine for unrestricted operation.**



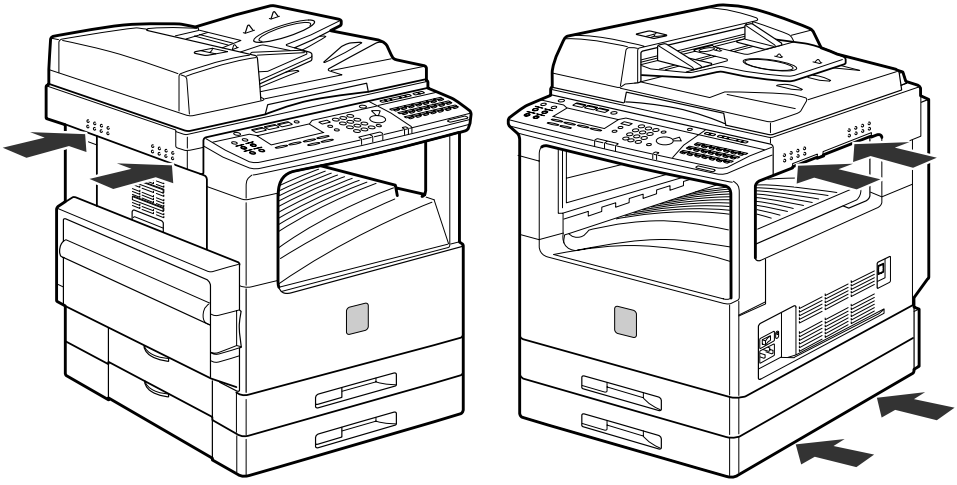
NOTE

Be sure to provide enough space also at the top of the machine in order to open the feeder.

Moving the Machine

■ **Be sure to unplug the power cord and disconnect all the other connection cables before moving the machine. Failure to do so may damage the power cord and may result in a fire or electric shock.**

■ **When carrying the machine, be sure to hold the parts indicated below. Failure to do so may cause the machine to be dropped and result in injury.**

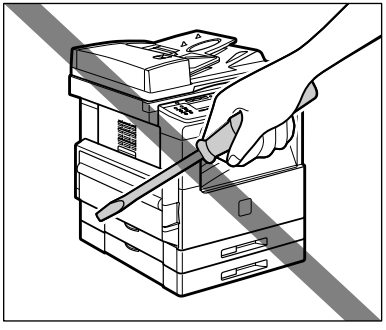


⚠ CAUTION

When holding the bottom of the machine, be careful not to get your fingers caught on the floor or the cabinet stand as this may result in personal injury.

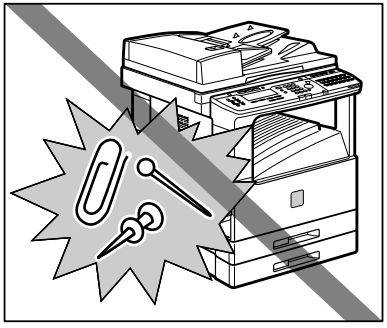
Handling Precautions

■ **Do not attempt to disassemble or modify the machine.**



■ **Some parts inside the machine are subject to high-voltages and temperatures. Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.**

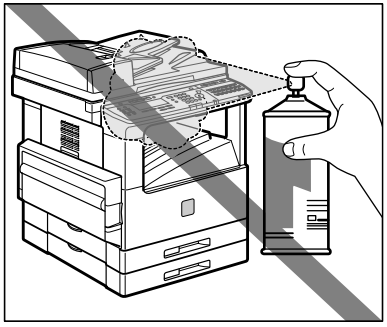
■ **Be careful not to drop any foreign objects, such as paper clips or staples, inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it may cause a short circuit and result in a fire or electrical shock.**



■ **If there is smoke, or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the outlet, and contact your service representative. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be unplugged whenever necessary.**

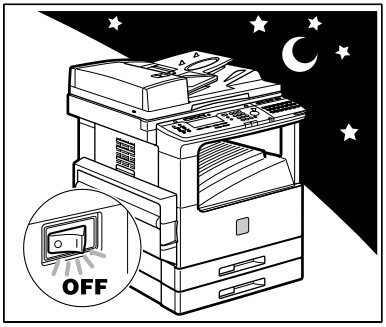
■ **Do not turn the main power switch OFF or open the front covers while the machine is in operation. This may result in paper jams.**

■ **Do not use flammable sprays, such as spray glue, near the machine. There is a danger of ignition.**



■ **This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.**

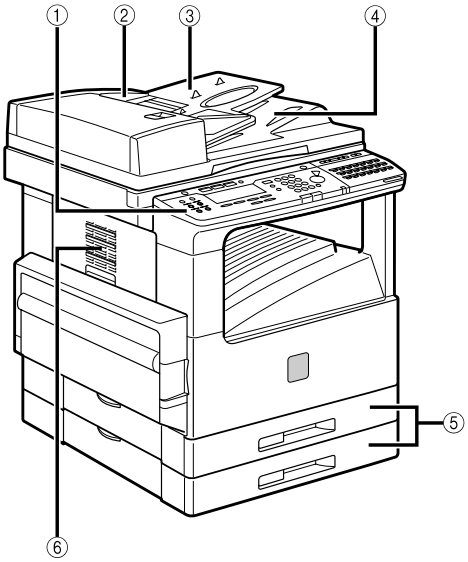
■ **For safety reasons, turn OFF the main power switch of the machine when it will not be used for a long period of time, such as at night. As an added safety measure, disconnect the power cord when the machine will not be used for an extended period of time, such as over a long weekend.**



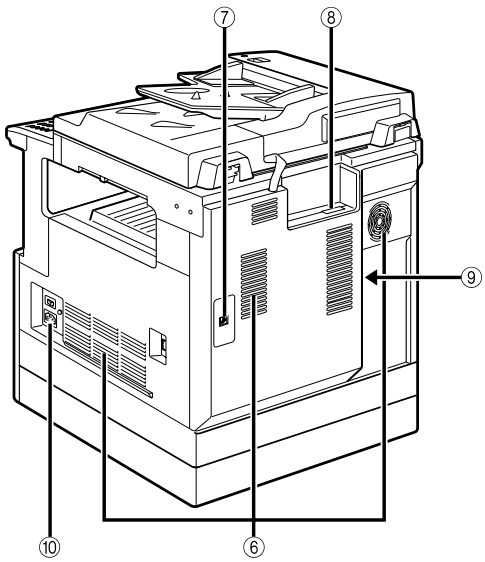
Parts and Their Functions

This section provides you with the names and functions of all the parts on the outside and inside of the main unit, and the control panel.

External View



Front View



Rear View

① Control Panel

Includes the keys, LCD display, and indicators required for operating the machine. (See "Control Panel Parts and Functions," on p. 1-12.)

② Feeder

You can place a stack of originals in the original supply tray, and they are automatically fed to the platen glass for copying.

③ Original Supply Tray

Originals can be automatically sent to the platen glass by placing them in the original supply tray.

④ Original Output Area

Originals scanned from the original supply tray are output to the original output area.

⑤ Paper Drawers

Each paper drawer holds up 250 sheets of paper (20 lb bond (80 g/m^2)).

⑥ Ventilation Slot

Heat produced in the machine escapes from here.

⑦ Telephone Line Jack

Connect the telephone line to this jack for fax operations.

⑧ 10Base-T/100Base-TX Port

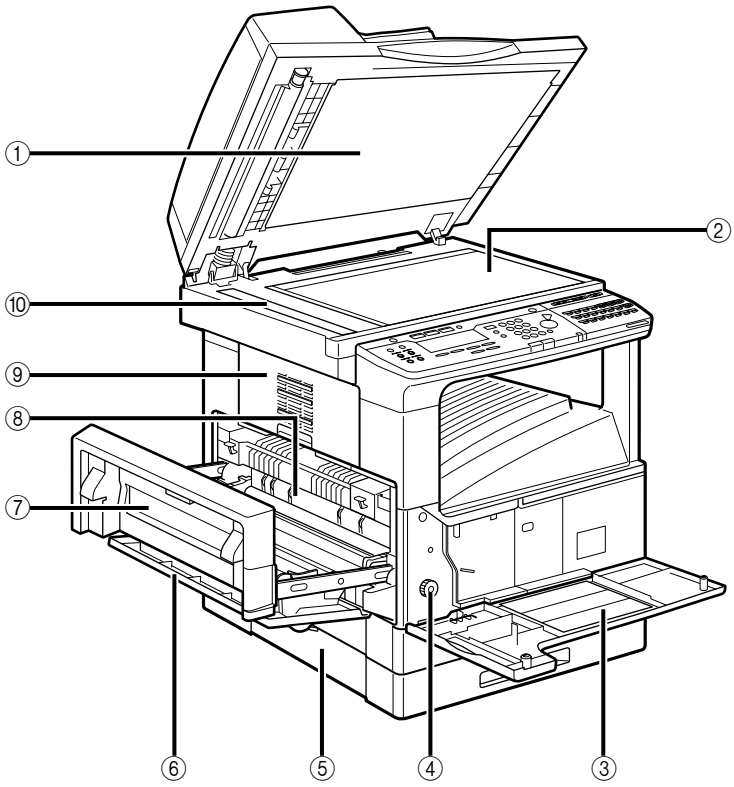
Connect the LAN cable to this port for network printing and I-Fax operations. Available in the Network Model only.

⑨ Printer Ports

Connect the printer cable (USB or parallel) to the matching port. Available in the Network Model only.

⑩ Main Power Switch

Internal View



① Underside of the Feeder

This holds originals in place on the platen glass.

② Platen Glass

Place originals here when scanning books, thick originals, thin originals, etc.

③ Front Cover

You can open this cover to clear paper jams and replace the toner cartridge.

④ Paper Feeding Dial

Turn this dial counterclockwise to remove jammed paper.

⑤ Lower Left Cover

⑥ Stack Bypass

Feeds transparencies and nonstandard or alternate paper stock.

⑦ Left Cover

Open this cover to remove jammed paper and to replace the toner cartridge.

⑧ Toner Cartridge

Pull out the handle of this cartridge when replacing the toner.

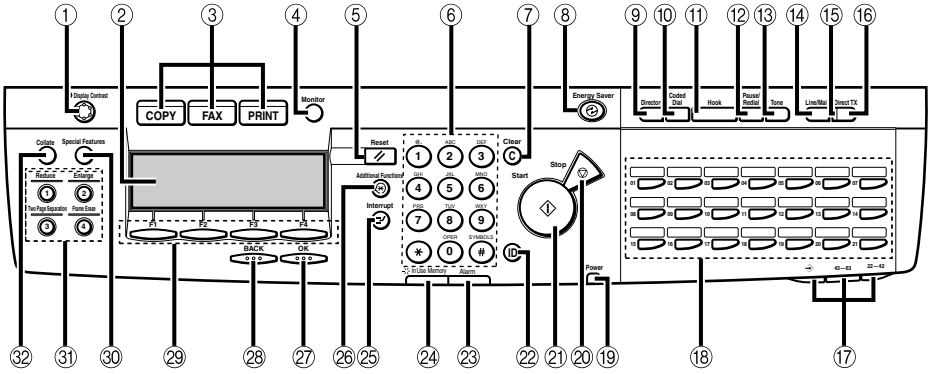
⑨ Upper Left Cover

Open this cover to remove jammed paper.

⑩ Scanning Area

Originals placed in the feeder are scanned here.

One-Touch Speed Dialing Panels Closed



① Display Contrast dial

Rotate to adjust the contrast of the LCD display.

② LCD display

Displays messages and prompts during operation. Displays selections, text, numbers, and names when registering information.

③ COPY, FAX, PRINT keys

Press to switch the machine to the Copy, Fax or Printer functions. The PRINT key only functions in the Network Model.

④ Monitor key

Press to check the transaction or copying status.

⑤ Reset key

Press to return to the Basic Features screen, or to stop scanning or sending documents.

⑥ Numeric keys

Press to enter the numbers or letters.

⑦ Clear key

Press to delete the numbers or letters entered.

⑧ Energy Saver key

Press to enter or cancel the Energy Saver mode. When the machine is in the Energy Saver mode, only the Energy Saver indicator and the main power indicator light and the other keys and indicators are turned OFF.

⑨ Directory key

Press to search for fax/telephone numbers by the name under which they are registered for speed dialing and then use the number for dialing.

⑩ Coded Dial key

Press this key and a three-digit code to dial a fax/telephone number that you have registered for coded speed dialing.

⑪ Hook key

Press to activate or deactivate the telephone line.

⑫ Pause/Redial key

Press to redial the last number dialed when the display shows the Basic Features screen or to enter a pause between or after dialing or registering the telephone/fax numbers.

⑬ Tone key

Switches to tone dialing temporarily when your machine is connected to a pulse line.

⑭ Line/Mail key

Press to select the telephone line or send I-Fax. Only functions in the Network Model.

⑮ Direct TX indicator

Lights when Direct Sending is selected as the sending method.

⑯ Direct TX key

Press to use the Direct Sending method, which enables you to send a document ahead of other documents stored in memory.

⑰ One-touch speed dialing panels

The first panel displays keys 01 to 21. Open the first panel to access keys 22 to 42. Open the second panel to access keys 43 to 63. Open the third panel to access the Fax function keys.

⑱ One-touch speed dialing keys

Press to dial numbers registered under one-touch speed dialing keys or access the Fax functions when registered as program-one-touch keys.

⑲ Main Power indicator

Lights when the main power is turned ON.

⑳ Stop key

Press to return to the Basic Features screen, or to stop scanning, printing copies or sending a fax.

㉑ Start key

Press to start an operation.

㉒ ID key

Press in order to use the Department ID Management function.

㉓ Alarm lamp

Lights or blinks red when an error occurs. If the alarm lamp blinks, solve the problem by following the instructions on the LCD display. If the alarm lamp maintains a steady red light, contact your service representative.

㉔ In Use Memory lamp

A light that blinks red or maintains a steady green light when the machine is copying or there are documents stored in memory.

㉕ Interrupt key

Press to interrupt a continuous copy job when you need to make priority copies.

㉖ Additional Functions key

Press to enter the Additional Functions menu.

㉗ OK key

Press to set a mode or function.

㉘ BACK key

Press to go back to the previous screen when adjusting settings in a menu.

㉙ Function keys (F1 to F4)

Select options that appear on the LCD display.

㉚ Special Features key

Press to set special copying features, such as Two-Page Separation, Image Combination, Margin, and Frame Erase.

㉛ Copy shortcut keys (1 to 4)

Press to use registered special copying features. The default settings are as follows:

1: Reduce

2: Enlarge

3: Two-Page Separation

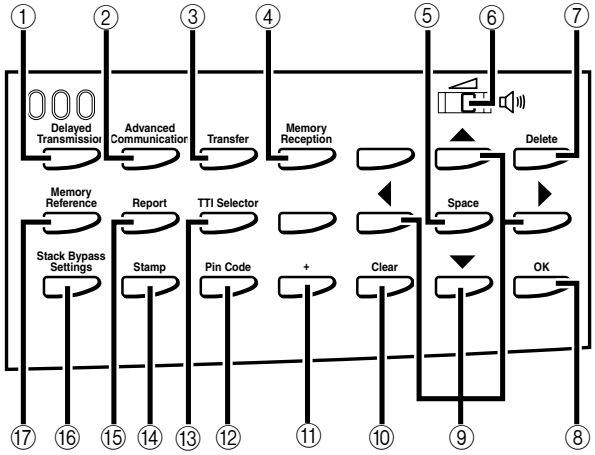
4: Frame Erase

You can change the Copy Shortcut keys settings in the Copy Settings menu from the Additional Functions menu.

㉜ Collate key

Press to turn ON/OFF the finisher functions, such as Collate or Rotate.

One-Touch Speed Dialing Panels Opened



① Delayed Transmission key

Press to set a time for delayed sending.

② Advanced Communication key

Press to set a document for advanced communications such as polling sending/receiving, confidential mailbox, relay broadcast, and subaddress/password transmission.

③ Transfer key

Press to use the transfer mode, or to cancel it.

④ Memory Reception key

Press to turn ON/OFF the memory reception function.

⑤ Space key

Enters a space between letters and numbers when registering information.

⑥ Speaker volume switch

Adjusts the speaker Volume in four levels.

⑦ Delete key

During a step when you are registering a name, press this key to delete the character you entered last.

⑧ OK key

Press to set a mode or function.

⑨ ◀, ▶, ▲, ▼ Cursor keys

Press to scroll through options and selections in the menus on the display during data registration, or to move the cursor left or right during data registration.

⑩ Clear key

Clears an entire entry during information registration.

⑪ + key

Press this key to enter a plus sign in a fax number.

⑫ Pin Code key

Displays the PIN code message so you can enter a PIN code when dialing through a PBX (Public Branch Exchange).

⑬ TTI Selector key

Enters a registered sender's name which is printed at the top of the document you are sending.

⑭ Stamp key

Switches the machine in and out of the Stamp mode.

⑮ Report key

Prints reports about information registered in the machine.

⑯ Stack Bypass Settings key

Press to set the paper size for the stack bypass.

⑰ Memory Reference key

Performs operations with documents currently stored in memory, including printing a list of documents, printing documents, sending documents to another destination, or deleting documents.

Main Power and Energy Saver Key

The machine is provided with a main power switch and an Energy Saver key to enter the Energy Saver mode.

How to Turn ON the Main Power

This section explains about how to turn ON the main power.

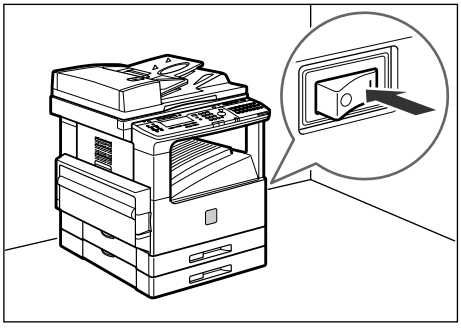
1 Make sure that the power plug is firmly inserted into the power outlet.

WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

2 Press the power switch to ON ("I" side). The main power switch is located on the right side of the machine.

If you are turning OFF the main power, press the main power switch to the "O" side.

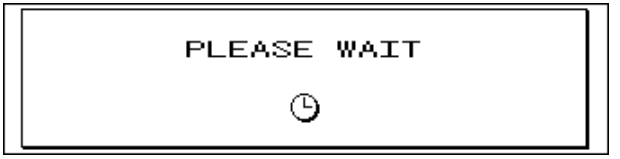


The main power indicator on the control panel lights.

IMPORTANT

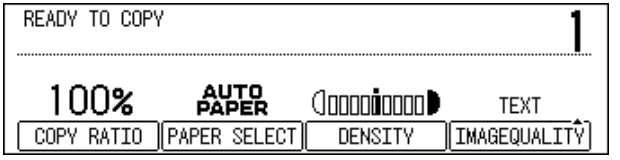
If the main power indicator does not light, check if the power plug is firmly inserted into the power outlet.

3 The screen below is displayed while the system software is loading.



The machine is ready to print about 30 seconds (at a room temperature of 68˚F (20˚C).) after the screen above appears.

The screen below is displayed when the machine is ready to scan.



IMPORTANT

If you turn OFF the main power, wait for at least 10 seconds before turning the main power back ON.

NOTE

The standard settings are selected at power ON.

The standard copy settings are:

Copy Ratio: Direct (100%)

Paper Selection: Auto Paper Selection

Copy Exposure: 5

Copy Quantity: 1

You can change the standard copy settings. (See Chapter 4, "Customizing Settings," in the *Copying Guide*.)

You can select which function to display on the Basic Features screen, according to the Additional Function settings. (See "Initial Function at Power ON," on p. 3-8.)

You can reserve a job when the display above appears. (See Chapter 1, "Introduction to Copying," in the *Copying Guide*.)

4 If a message appears on the LCD display, follow the instructions.

- **If the message <ENTER DEPARTMENT ID AND PASSWORD> appears:**

ID

❑ Enter the Department ID and password → press [ID].



The Basic Features screen appears.

NOTE

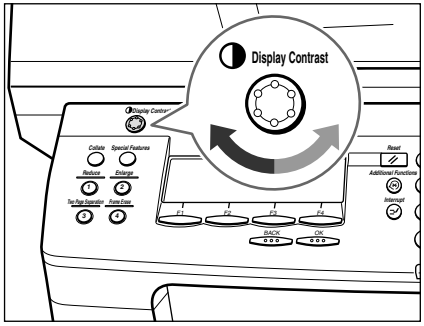
For instructions on how to enter the Department ID and password, see "Entering the Department ID and Password," on p. 2-11.

For details about the Department ID Management, see "Department ID Management," on p. 5-7.

Adjusting the Brightness of the LCD Display

If the LCD display is difficult to view, use the display contrast dial on the control panel to adjust the brightness.

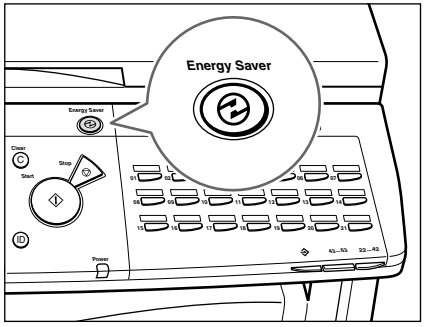
To make the LCD display brighter, turn the dial counterclockwise. To make it darker, turn the dial clockwise.



Energy Saver Mode

If the machine remains idle for a specified length of time, or [Energy Saver] is pressed, the machine enters the Energy Saver mode.

Press [Energy Saver] to cancel the Energy Saver mode and resume normal machine operations.



NOTE

The power consumption in the Energy Saver mode can be set in the Additional Functions menu. (See "Power Consumption in the Energy Saver Mode," on p. 3-13.)

The length of time taken by the machine to enter the Energy Saver mode can be set in Additional Functions menu. (See "Power Consumption in the Energy Saver Mode," on p. 3-13.)

The machine does not enter the Energy Saver mode even if you press (Energy Saver), if the machine is scanning or printing, or any original is set in the feeder. (See "Energy Saver Mode," on p. 3-25.)

The machine can receive and print documents from a personal computer even when it is in the Energy Saver mode.

System Settings

It is necessary to set up the machine before using it on a network, as a printer, and with the Fax and I-Fax function.

To set up the machine, refer to the following instructions:

■ **Setting Up and Connecting to the Network**
See the *Network Guide*.

■ **Installing the Printer Driver**
See the *PCL Driver Guide*.

■ **Installing the Fax Driver**
See the *Fax Driver Guide with Cover Sheet Editor*.

■ **Date and Time Settings**
See "Current Date and Time," on p. 3-22.

■ **System Manager Settings**
See "System Manager Settings," on p. 5-1.

NOTE
The network, printer, and I-Fax functions are only available in the Network Model of this machine.

Basic Operations

2
CHAPTER

This chapter describes the main features and basic operations.

Overview of the imageCLASS 2300 2-2
- Convenient Functions 2-2
- Easy Operations 2-4
- Reducing Running Costs 2-6

Entering Characters 2-8
- Alphanumeric and Special Characters 2-8

Entering the Department ID and Password 2-11

Making Prints Using the Stack Bypass 2-13

Multifunctional Operations 2-20

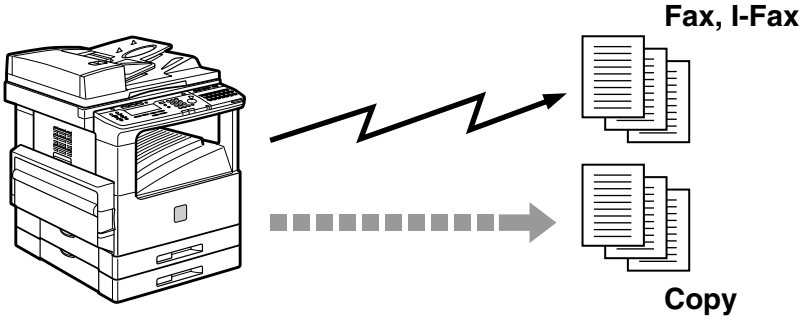
Paper Type 2-22

Overview of the imageCLASS 2300

Convenient Functions

■ Reserving Jobs

You can perform several jobs without waiting for the current job to be finished. For example, you can copy a document while the machine is sending a job scanned into the memory.



NOTE

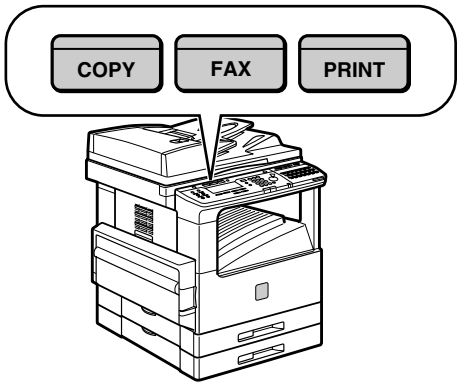
For details of multifunctional operations, see "Multifunctional Operations," on p. 2-20.

The I-Fax function is only available in the Network Model of this machine.

For details on I-Fax, see Chapter 1, "Overview," in the *Sending Guide*.

■ Switching Functions

This machine has the copy, fax, and printer functions. You can switch among the three functions simply by pressing the keys on the control panel.



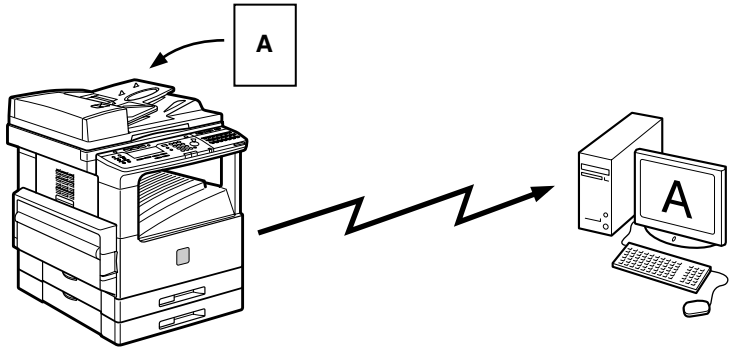
NOTE

For details on the mode select keys, see "Parts and Their Functions," on p. 1-10.

The printer function is only available in the Network Model of this machine.

■ Sending a Document by E-Mail

By specifying an e-mail address as the destination, you can send a document by e-mail using similar procedures to sending a fax. The document is attached to the e-mail as an image file, and it can be read on a computer screen.



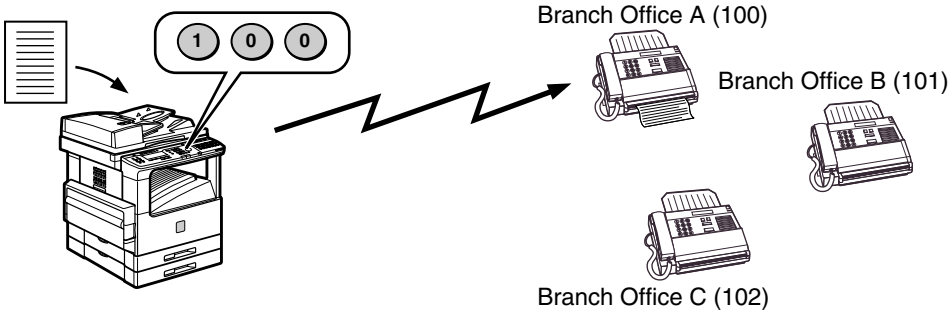
NOTE

The I-Fax function is only available in the Network Model of this machine.

For details on I-Fax, see Chapter 1, "Overview," in the *Sending Guide*.

■ Using the Access Code

You can use an access code with your specified number in place of a telephone number. For example, the codes of branch offices or divisions of the recipient can be used.



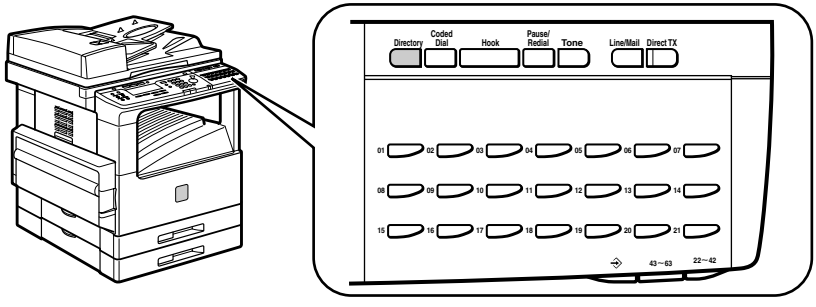
NOTE

For details on the access code, see Chapter 2, "Speed Dialing," in the *Facsimile Guide*.

Easy Operations

■ Using the Directory

By using the directory, you can find the destination easily from among many telephone numbers and e-mail addresses registered for one-touch speed dialing, coded speed dialing, and group dialing.



NOTE

For details on the directory, see Chapter 2, "Speed Dialing," in the *Facsimile Guide*.

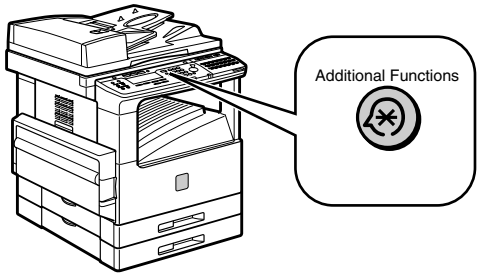
For details on one-touch speed dialing, see "Parts and Their Functions," on p. 1-10, and Chapter 2, "Speed Dialing," in the *Facsimile Guide*.

For details on coded speed dialing, see Chapter 2, "Speed Dialing," in the *Facsimile Guide*.

For details on group dialing, see Chapter 2, "Speed Dialing," in the *Facsimile Guide*.

■ Omitting Procedures Using the Additional Functions Menu

The Additional Functions menu enables you to specify the default settings you usually use, and therefore omit having you change the settings every time. You can specify the mode automatically set when you turn ON the power, the drawer in use, etc. in the Additional Functions menu.

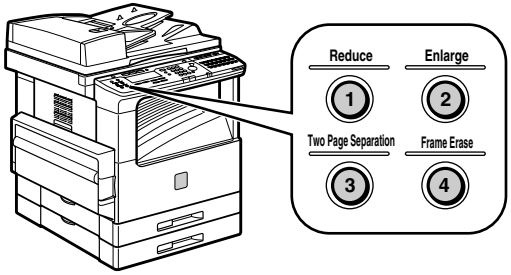


NOTE

For details about the Additional Functions menu, see "Additional Functions Settings Table," on p. 3-2.

■ Shortcuts to Your Favorite Copy Function

By registering the copy functions you frequently use to the shortcut keys, you can select your favorite function simply by pressing one key.

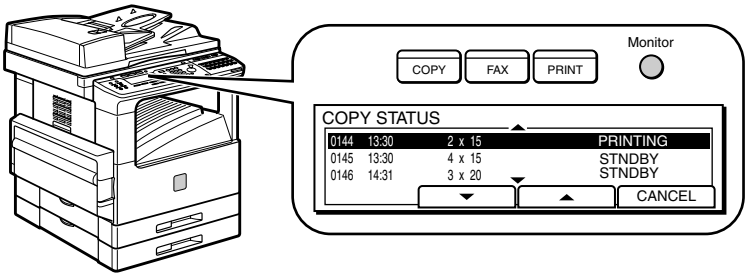


NOTE

For details on setting the shortcut keys, see Chapter 4, "Customizing Settings," in the *Copying Guide*.

■ Checking the Status of a Job Using a Single Key

You can view the status of the current job being processed and the jobs to be processed by pressing [Monitor] on the control panel.



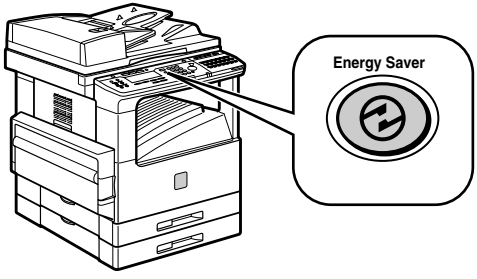
NOTE

For details on the Monitor key, see "Checking the Job Status," on p. 4-2.

Reducing Running Costs

■ Energy Saver Mode to Reduce Power Consumption

When the machine remains idle for a specified period of time, it enters the Energy Saver mode. Compared with turning OFF the power, you can reactivate the machine from the Energy Saver mode quickly, then return to the Energy Saver mode by pressing [Energy Saver].

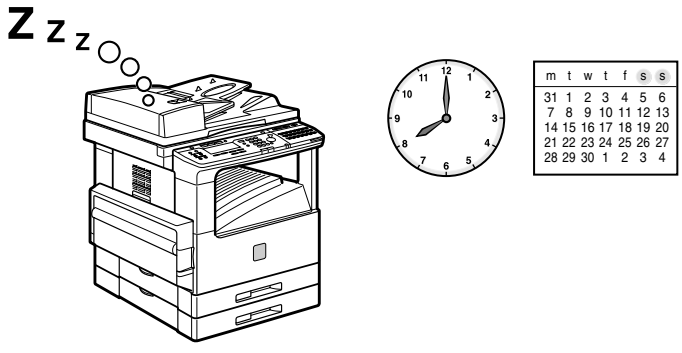


NOTE

For details on the Energy Saver mode, see "Energy Saver Mode," on p. 1-18, and "Energy Saver Mode," on p. 3-25.

■ Scheduling the Energy Saver Mode

You can specify the time the machine enters the Energy Saver mode automatically for each day of the week.

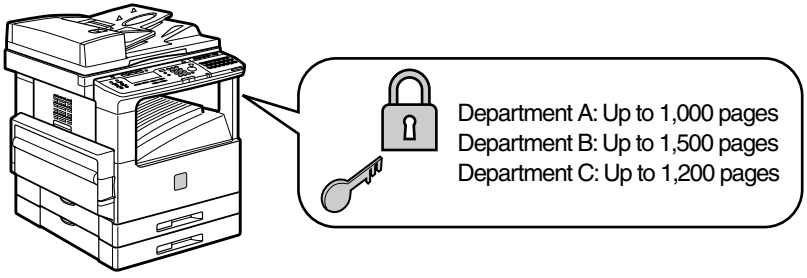


NOTE

For details on the daily timer, see "Daily Timer Settings," on p. 3-27.

■ Department ID Management

By setting a Department ID for each department, you can restrict the number of prints and transmission pages to control running costs. You can manage the Department ID using the control card if the card reader is attached to the machine.



NOTE

For Department ID management, see "Department ID Management," on p. 5-7.

Entering Characters

If a message <ENTER xxxx> is displayed, enter characters as follows.

To enter characters, use the function keys and numeric keys on the control panel, and the fourth one-touch speed dialing panel (◀, ▶, ▲, ▼, Space, Delete, and Clear keys).

NOTE

This section explains how to enter alphabetic and special characters. If you want to enter numbers, press F4 (INPUT MODE) to select <NUMBER INPUT> → enter the number using the numeric keys.

Alphanumeric and Special Characters

Example: Enter 'EUROPE'.

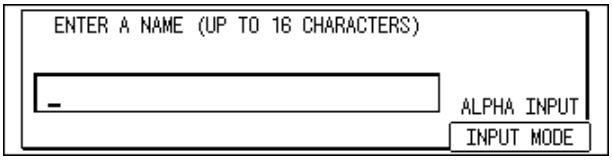


1 Open all three one-touch speed dialing panels.



2 Press [F4] (INPUT MODE) to select <ALPHA INPUT>.

Each time you press F4 (INPUT MODE), <ALPHA INPUT> or <NUMBER INPUT> are selected in sequence.





3 Press the appropriate key on the numeric keypad to enter a letter or number.

If ALPHA INPUT is the chosen entry mode, keep pressing the key until the upper or lower case letter you want appears, as in the following table.

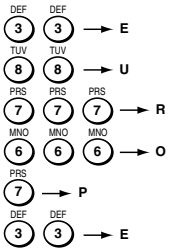
If you go past the letter you want, keep pressing the key until it appears again.

To enter a symbol, use @ 1 or SYMBOLS #.

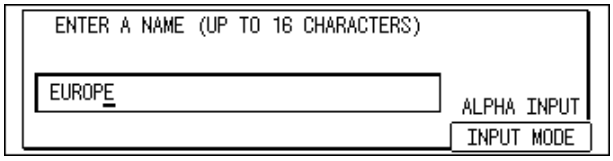
Each key contains the upper and lower case letters for its group of letters. (for example: ABCabc).

Key	Characters
@. 1	@
ABC 2	ABCabc
DEF 3	DEFdef
GHI 4	GHIghi
JKL 5	JKLjkl
MNO 6	MNOmno
PRS 7	PQRSpqrs
TUV 8	TUVtuv
WXY 9	WXYZwxyz
SYMBOLS #	-.*#!",;:^'_=/I ?$@%&+\~()[ ]{ }< >

To enter 'EUROPE', press the keys as follows:



<EUROPE> is displayed.



NOTE

To enter a space, press [Space].

To move a cursor, press [◀] or [▶].

To enter the same character continuously, press [▶] to move the cursor to the right.

If you entered an incorrect character, delete it using ◀, ▶, and [Delete], and enter the correct character.

To delete all the entered characters, press [Clear].

The types and maximum number of characters you can register depend on the setting item.



4 When the entry of all the characters is complete, press [OK].

Entering the Department ID and Password

If Department ID Management has been set, the Department ID and password must be entered before using this machine.

1 Use the numeric keys to enter values for the Department ID and password.



❑ Press F3 (DEPT. ID) → enter the Department ID using the numeric keys.





❑ Press F4 (PASSWORD) → enter the password.

If the password is not set, proceed to step 2.



NOTE

If you make a mistake when entering the Department ID or password, press Ⓒ (Clear) → enter the correct values.

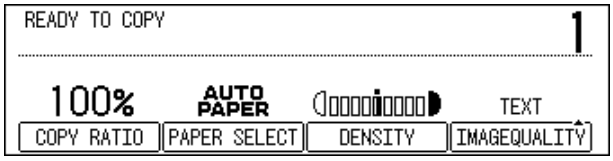
The Department ID and password can be up to seven digits long.

For details about Department ID Management, see "Department ID Management," on p. 5-7.



2 Press [OK].

The Basic Features screen of the selected function appears.



NOTE

If the Department ID or Password that you entered is wrong, the beep sounds. Repeat the procedure from step 1.

ID

3 When your operations are complete, press [ID] on the control panel.

The display for entering the Department ID and password appears.



NOTE

To perform operations again, enter the Department ID and password.

If you do not press ID (ID) after finishing your operations, any subsequent copies are totaled under the Department ID you previously entered.

When operations are complete, the screen for entering the Department ID and password automatically appears after the set time has elapsed, even if you forget to press ID (ID). (See "Auto Clear Time," on p. 3-24.)

Making Prints Using the Stack Bypass

If you are making prints on transparencies or non-standard size paper stock, load the paper stock into the stack bypass.

■ **Standard Size**

You can select standard inch paper, or A or B series paper.

■ **Free Size**

You can load non-standard size paper (4" x 5 3/4" to 11 5/8" x 17" (100 mm x 148 mm to 297 mm x 432 mm)).

■ **Envelope**

The following envelopes can be loaded into the stack bypass: COM10, Monarch, and DL.

IMPORTANT

Note the following points when using the stack bypass:

- Paper quantity: 1 to approximately 100 sheets (stack approximately 3/8" (10 mm) high)
- Paper size: 4" x 5 3/4" to 11 5/8" x 17" (100 mm x 148 mm to 297 mm x 432 mm)
- Paper weight: 16 to 32 lb bond (60 to 128g/m^2)
- Paper which has been rolled or curled must be straightened out prior to use, to allow the paper to feed smoothly through the stack bypass (allowable curl amount: less than 10 mm for normal paper, less than 5 mm for heavy paper.) There are some types of paper stock that may meet the above specifications, but cannot be fed into the stack bypass.

Do not load different size/type paper at the same time.

It is recommended not to use the back side of preprinted paper.

If you are using label sheets, load them one by one on the stack bypass.

LTR transparencies must be placed vertically into the stack bypass. Placing this paper horizontally may cause blurred images.

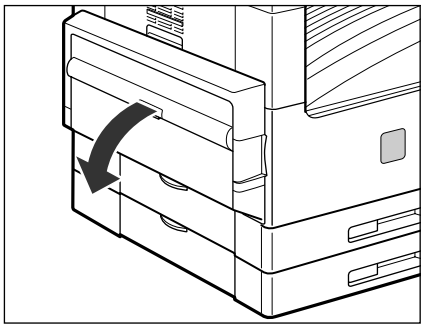
If you are printing on envelopes, empty the output tray when at most 10 printed envelopes accumulate in the tray.

For details about paper sizes when using the stack bypass, see "Standard Paper for the Stack Bypass," on p. 3-16.

NOTE

For high quality printouts, use paper recommended by Canon.

1 Open the stack bypass.



- **If the paper you want to specify is already loaded into the stack bypass:**

  F2

  ❑ Press [F2] (PAPER SELECT) to select the desired paper size.

- **If the paper loaded in the stack bypass is not the paper that you want to specify:**

  ❑ Check to see if any job is reserved. (See "Checking the Job Status," on p. 4-2.)

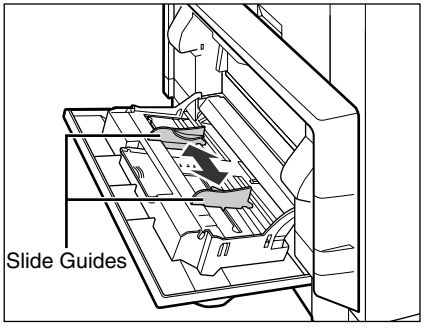
  If there is a reserved job, you can reserve a change of paper for the stack bypass. (See Chapter 1, "Introduction to Copying," in the *Copying Guide*.)

  If there is no reserved job, remove the paper already loaded on the stack bypass and continue the procedure from step 2.

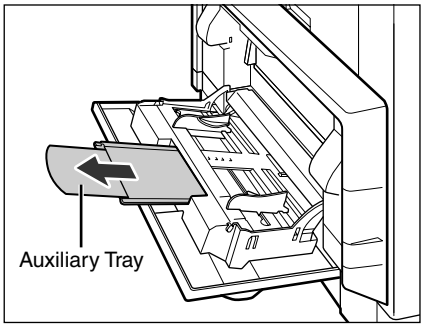
NOTE

If the paper size loaded in the stack bypass is different from the paper size stored in the stack bypass settings, change the setting to the loaded paper size. (See "Standard Paper for the Stack Bypass," on p. 3-16.)

2 Adjust the slide guides to the size of the paper.



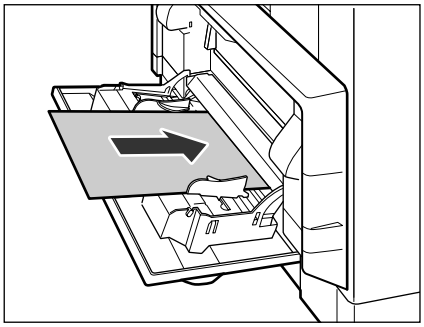
If you are feeding large size paper, pull out the auxiliary tray.



3 Load the paper in the stack bypass with the side to be printed on facing down.

Do not load more sheets of paper than are specified for that type of paper in the Specifications.

Align the required number of sheets of paper with the slide guides. Insert the paper into the machine until it stops.



The Paper Select display for the stack bypass appears.

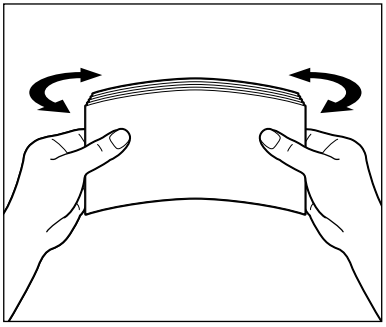
NOTE

If there are instructions on the paper package about which side of the paper to load, follow those instructions.

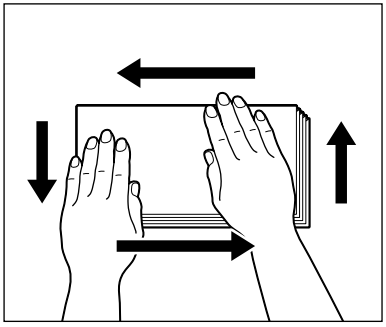
If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.

● **To load envelopes into the stack bypass:**

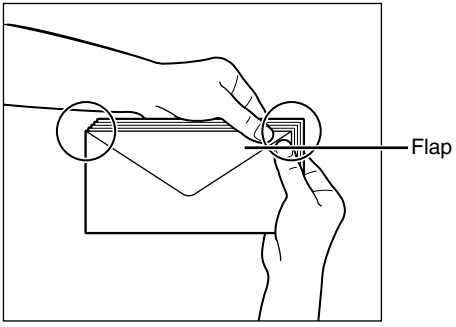
❑ Take five envelopes, loosen them as shown, and stack them together. Repeat this step five times for each set of five envelopes.



❑ Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls. Repeat this step five times for each set of five envelopes.

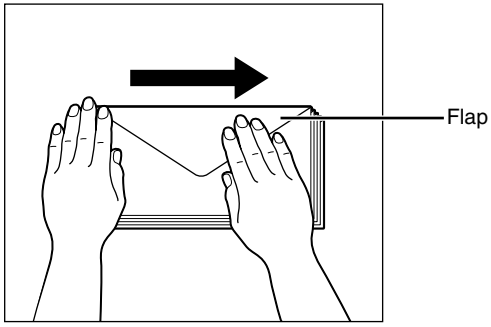


❑ Hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.



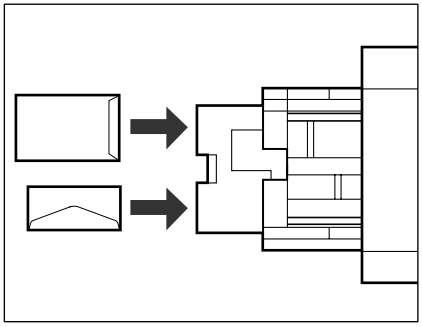
IMPORTANT

Do not print on the underside of the envelopes (the side with the flap).
If the envelopes become filled with air, flatten them by hand before loading them into the stack bypass.



Take particular care to spread the envelopes out in the direction they will be fed.

❑ Load the envelopes, as shown below.

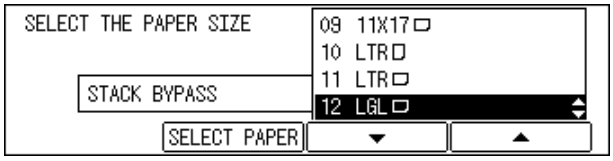


IMPORTANT

Depending on the paper type or condition of the envelopes, the printing quality may deteriorate or a paper jam may occur. In such a case, it is recommended to change the type of envelopes.
If you are printing data from a personal computer, always load the envelopes, as shown above.

F3
F4
OK

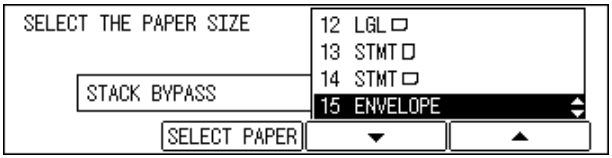
4 Press [F3] (▼) or [F4] (▲) to select the paper size → press [OK].



● **If you want to use envelopes:**

F3 F4 OK

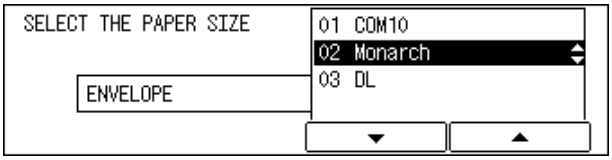
❑ Press [F3] (▼) or [F4] (▲) to highlight <15 ENVELOPE> → press [OK].



The display for specifying envelope type appears.

F3 F4 OK

❑ Press [F3] (▼) or [F4] (▲) to highlight <01 COM10>, <02 Monarch>, or <03 DL> → press [OK].



IMPORTANT

Set the paper size to the same size as the paper loaded in the stack bypass.

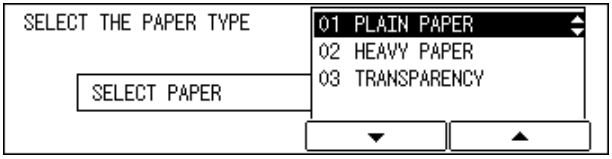
NOTE

The above display appears unless the paper size is set in the USE STACK BYPASS menu. (See "Standard Paper for the Stack Bypass," on p. 3-16.)

● **To change the paper type:**

F2 F3 F4 OK

❑ Press [F2] (SELECT PAPER) → press [F3] (▼) or [F4] (▲) to select the paper type → press [OK].

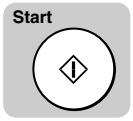


IMPORTANT

Select the paper type before selecting the paper size.
Select the correct paper type to avoid a paper jam.
The paper type is invalid if you select 'ENVELOPE' for the paper size.

5 Place your originals, and set the copy mode.





6 Press [Start].

Copying starts.

NOTE

If you are printing on heavyweight paper or envelopes using the stack bypass, and find that the paper or envelopes are not being fed smoothly or evenly through the stack bypass, curl the forward edge in the print direction of the paper or envelopes upward by approximately 1/8" (3 mm) so that the rollers can grip the paper as it is fed into the stack bypass, then reload the paper or envelopes.

To cancel all settings and restore the machine's standard settings, press [//] (Reset).

Multifunctional Operations

The imageCLASS 2300 is equipped with the following functions: Copy, Fax, and Print. You can operate these functions together. The following table presents the details of multifunctional operations.

Next Job \ Previous Job		Copy		Print	
		Scanning Data	Printing	Receiving Data	Printing
Copy	Scanning Data	-	✓	✓	✓
	Printing	✓	-	✓	-
Fax	Scanning Data	-	✓	✓	✓
	Direct Sending	-	✓	✓	✓
	Memory Sending	✓	✓	✓	✓
	Memory Receiving	✓	✓	✓	✓
	Printing Auto Received Document	✓	-	✓	-
Print	Receiving Data	✓	✓	-	✓
	Printing	✓	-	✓	-

Previous Job / Next Job		Fax				
		Scanning Data	**TX (scanning included)**	**Memory TX**	**Memory RX**	**Printing of Auto RX Documents**
Copy	Scanning Data	-	-	✓	✓	✓
	Printing	✓	-	✓	✓	-
Fax	Scanning Data	-	-	✓	✓	✓
	TX (scanning included)	-	-	-	-	✓
	Memory TX	✓	-	-	-	✓
	Memory RX	✓	-	-	-	✓
	Printing of Auto RX Documents	✓	✓	✓	✓	-
Print	Receiving Data	✓	✓	✓	✓	✓
	Printing	✓	✓	✓	✓	-

- : Unavailable due to duplicate operations

✓: Available

NOTE

The printer function is only available in the Network Model of this machine.

Paper Type

Paper types which can be used with this machine are shown in the following table.

Paper Type	Location	
	Paper Drawer	Stack Bypass
Plain *1	✓	✓
Heavy *2	✓	✓
Recycled *1	✓	✓
Transparency	-	✓
Labels *3	-	✓
Envelope	-	✓

*1 16 to 24 lb bond (60 to 90 g/m^2)
*2 24 to 32 lb bond (90 to 128 g/m^2)
*3 Only one sheet at the same time.
✓: Available
- : Unavailable

Paper Size		Length x Width	Location	
			Paper Drawer 1 and 2	Stack Bypass
11" x 17" ▭		11" x 17" (279 mm x 432 mm)	✓	✓
LGL ▭		8 1/2" x 14" (216 mm x 356 mm)	✓	✓
LTR ▯		11" x 8 1/2" (279 mm x 216 mm)	✓	✓
LTR ▭		8 1/2" x 11" (216 mm x 279 mm)	✓	✓
STMT ▯		8 1/2" x 5 1/2" (216 mm x 140 mm)	✓	✓
STMT ▭		5 1/2" x 8 1/2" (140 mm x 216 mm)	-	✓
Envelope	COM10	4 1/8" x 9 1/2" (104.7 mm x 241.3 mm)	-	✓
	DL	4 1/4" x 8 5/8" (110 mm x 220 mm)	-	✓
	Monarch	3 7/8" x 7 1/2" (98.4 mm x 190.5 mm)	-	✓
Free Size		4" x 5 3/4" to 11 5/8" x 17" (100 mm x 148 mm to 297 mm x 432 mm)	-	✓

√ : Available
- : Unavailable

IMPORTANT

It is recommended not to use the back side of preprinted paper. It may cause a paper jam.

NOTE

For instructions on how to load paper, see the following pages:

- Paper drawer: "Loading Paper," on p. 6-2.
- Stack bypass: "Making Prints Using the Stack Bypass," on p. 2-13.

Selecting and Storing Settings

3
CHAPTER

This chapter describes the initial settings and procedures necessary to change them.

Additional Functions Settings Table 3-2

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- Initial Function at Power ON 3-8
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- Power Consumption in the Energy Saver Mode 3-13
- Auto Paper Selection/Auto Drawer Switching 3-14
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- Speed Dialing Lists 3-32
- Department ID Management List 3-34
- Cancel Report Printing 3-34

Additional Functions Settings Table

The following settings can be selected or stored from the Additional Functions menu.

NOTE
Some functions are not available in the Network Model of this machine.

■ COMMON SETTINGS

Item	Available Settings	Applicable Page
01 DEFAULT SETTINGS	FAX, COPY*	3-8
02 SW AFTER AUTOCLEAR	DO NOT RTN TO DFLT, RETURN TO DEFAULT*	3-9
03 VOLUME CONTROL	KEYPAD VOLUME, ALARM VOLUME (ON*, OFF, Volume 1 to 3; 1*), TX DONE TONE, RX DONE TONE, PRINTING DONE TONE (ERROR ONLY*, ON, OFF, Volume 1 to 3; 1*), SCANNING DONE TONE (ERROR ONLY, ON*, OFF, Volume 1 to 3; 1*)	3-11
04 ESS POWER LEVEL	LOW*, HIGH	3-13
05 DRAWER ELIGIBLTY	COPY, FAX RECEIVING, REPORT (STACK BYPASS: ON, OFF*, DRAWER 1, 2: ON*, OFF, STACK BYPASS SIZE: A3▭, A4▯, B4▭, B5▯, A4▭, A5▯, B5▭, A5▭, 11 x 17▭, LTR▯, LTR▭, LGL▭, STMT▯, STMT▭)	3-14
06 USE STACK BYPASS	ON (STACK BYPASS SIZE: A3▭, A4▯, B4▭, B5▯, A4▭, A5▯, B5▭, A5▭, 11 x 17▭, LTR▯, LTR▭, LGL▭, STMT▯, STMT▭), OFF*	3-16
07 SELECT PAPER	PLAIN PAPER*, HEAVY PAPER	3-18
08 ROTATE PRINT	ON*, OFF	3-19
09 DISPLAY LANGUAGE	ENGLISH, FRENCH, SPANISH, PORTUGUESE	3-20

An asterisk (*) indicates the default setting.

■ COPY SETTINGS

Item	Available Settings	Applicable Page
01 STD IMAGE QUAL/ EXP	Copy Exposure: 1 to 9; 5* Image Quality: TEXT*, TEXT/PHOTO, PHOTO	*1
02 STD ZOOM RATIO	50% to 200%; 100%*	*1
03 STANDARD COPY QTY	01 to 99; 01*	*1
04 FRAME ERASE WIDTH	01 mm to 20 mm; 02 mm*	*1
05 AUTO SORT	ON*, OFF	*1
06 SORT ROTATE	ON*, OFF	*1
07 SHORTCUT KEY SET	SHORTCUT KEY 1, 2, 3, 4	*1
08 SHARPNESS	1 to 9; 5*	*1
09 PRESCAN	ON*, OFF	*1

An asterisk (*) indicates the default setting.

*1 See the *Copying Guide*

■ FAX SETTINGS

Item	Available Settings	Applicable Page
01 USER SETTINGS	TEL LINE SETTINGS	*2
	UNIT NAME	*2
	SENDER NAME: 01 - 99 (SENDER NAME REG., PERSONAL SETTINGS)	*2
	TX TERMINAL ID: FAX, I-FAX	*2
	SENDER FAX NUMBER: USER TEL NUMBER*, OTHER FAX NUMBERS	*2
	DENSITY CONTROL: LIGHT, STANDARD, DARK	*2
	PROG. 1-TOUCH KEY: 01 - 63 (DO NOT USE*, USE)	*2

Item	Available Settings	Applicable Page
02 REPORT SETTINGS	TX REPORT: OUTPUT NO, PRINT ERROR ONLY*, OUTPUT YES	*2
	RX REPORT: OUTPUT NO*, PRINT ERROR ONLY, OUTPUT YES	*2
	CONFID. RX REPORT: OUTPUT NO, OUTPUT YES*	*2
	ACTIVITY REPORT: AUTO PRINT*, DAILY REPORT TIME, TX/RX SEPARATE	*2
03 TX SETTINGS	ECM TX: ON*, OFF	*2
	PAUSE TIME: 01SEC to 15SEC; 02SEC*	*2
	AUTO REDIAL: ON*, OFF	*2
	ERASE FAILED TX: OFF, ON*	*2
	TIME OUT: ON*, OFF	*2
	STAMP ACTION: DIRECT&MEMORY TX*, DIRECT TX	*2
	TX ROTATION: ON*, OFF	*2
	PIN CODE: OFF*, ON	*2
04 RX SETTINGS	ECM RX: ON*, OFF	*2
	RX PAGE FOOTER: OFF*, ON	*2
	2 on 1: OFF*, ON	*2
05 PRINTER SETTINGS	# OF RX COPIES: 01 to 99 COPIES; 01*	*2
	SELECT DRAWER: DRAWER SW A - D (ON*, OFF)	*2
	RX REDUCTION: ON*, OFF	*2
	TONER SUPPLY LOW: RX TO MEMORY*, KEEP PRINTING	*2

Item	Available Settings	Applicable Page
06 FILE SETTINGS	CONFIDNTL MAILBOX: SETUP FILE, CHANGE DATA, DELETE FILE	*2
	RELAY TX GROUP: SETUP FILE, CHANGE DATA, DELETE FILE	*2
	PRESET POLLING: SETUP FILE, CHANGE DATA, DELETE FILE	*2
	POLLING BOX: SETUP FILE, CHANGE DATA, DELETE FILE	*2
	TRANSFER: SETUP FILE, CHANGE DATA, DELETE FILE	*2
07 SYSTEM SETTINGS	MEMORY LOCK RX: OFF*, ON	*2
	RX PASSWORD	*2
	PHONE NO. CHECK: OFF*, ON	*2
	FAX DEFAULT: RESOLUTION, SCAN DENSITY, IMAGEQUALITY, BOOK TX SCAN SIZE, TX MODE, TX STAMP	*2
	ACCESS CODE: USE, DO NOT USE*	*2
08 LAN SETTINGS	MAIL USER SETTING: SMTP SERVER, POP3 SERVER, EMAIL RX PROTOCOL, CHECK INTERVAL, RETRY, RETRY INTERVAL, TIME ZONE SETTING, PORT NO., MAX. RX DATA SIZE, TX MODE, RX TEXT PRINT, LARGE MAIL, ERROR MAIL, ADDRESS FORMAT, PRINT MAIL HEADER	*3
	E-MAIL ADD SETTING: 01 - 05 (SMTP SETTINGS, POP3 SETTINGS)	*3

An asterisk (*) indicates the default setting.

*2 See the *Facsimile Guide*

*3 See the *Network Guide* and the *Sending Guide*.

■ ADD. REGISTRATION

Item	Available Settings	Applicable Page
01 1-TOUCH SPD DIAL	TEL# REGISTRATION: 01 - 63 (TEL NUMBER ENTRY, NAME, OPTIONAL SETTING)	*2
	E-MAIL ADDRESS: 01 - 63 (ENTER E-MAIL ADD., NAME, OPTIONAL SETTING)	*4
	FTP SERVER: 01 - 63 (FTP SERVER NAME, NAME, LOGIN NAME, PASSWORD, UPLOAD DIRECTORY, OPTIONAL SETTING)	*4
02 CODED SPD DIAL	TEL# REGISTRATION: 000 - 136 (TEL NUMBER ENTRY, NAME, OPTIONAL SETTING)	*2
	E-MAIL ADDRESS: 000 - 136 (ENTER E-MAIL ADD., NAME, OPTIONAL SETTING)	*4
	FTP SERVER: 000 - 136 (FTP SERVER NAME, NAME, LOGIN NAME, PASSWORD, UPLOAD DIRECTORY, OPTIONAL SETTING)	*4
03 GROUP DIAL	01 - 63: DESTINATION TEL/ID, NAME, OPTIONAL SETTING	*2

*2 See the *Facsimile Guide*

*4 See the *Sending Guide*

■ TIMER SETTINGS

Item	Available Settings	Applicable Page
01 DATE/TIME SETTING	Default setting	3-22
02 AUTO CLEAR	ON (1 to 9 min. in one minute increments, 2 MIN.*), OFF	3-24
03 ENERGY SAVER	ON (3 to 30 min. in one minute increments, 15 MIN.*), OFF	3-25
04 DAILY TIMER SET	Sunday to Saturday, 00:00 to 23:59 in one minute increments	3-27
05 DATE SETUP	YYYY MM/DD, MM/DD/YYYY*, DD/MM YYYY	3-29

An asterisk (*) indicates the default setting.

■ SYSTEM SETTINGS

Item	Available Settings	Applicable Page
01 SYS. ADMIN. INFO	SYS. ADMIN. ID, SYSTEM PASSWORD, E-MAIL ADDRESS	5-2
02 DEPT.ID MANAGEMNT	ON (DEPT. ID ENTRY, COUNT MANAGEMENT, RESTRICTIONS, PRINT WITH NO ID), OFF*	5-7
03 NETWORK SETTINGS	IP ADDRESS AUTO., IP ADDRESS, SUBNET MASK, DEFAULT GATEWAY, DNS SERVER ADD., DNS DYNAMIC SET, HOST NAME, DOMAIN NAME, VIEW IP ADDRESS	*3

An asterisk (*) indicates the default setting.

*3 See the *Network Guide* and the *Sending Guide*.

■ ADJUST/CLEAN

Item	Available Settings	Applicable Page
01 ROLLER CLEANING	START CLEANING, PRNT CLEANING PAPR	6-25

An asterisk (*) indicates the default setting.

■ PRINT LISTS

Item	Available Settings	Applicable Page
01 USER DATA	-	3-31
02 PRINT ADD. LISTS	1-TOUCH LIST 1, 2, CODED DIAL LIST1, 2, GROUP DIAL LIST, ACCESS CODE LIST	3-32
03 DEPT. INFO LIST	PRINT	3-34
04 CANCEL REPORT	-	3-34

Specifying Common Settings

This mode enables you to specify the settings that are common to the Copy and Printer functions.

NOTE

The Common Settings menu is made up of several items. Use F3 (▼) or F4 (▲) to scroll through the items you want to set.

The printer function is only available in the Network Model of this machine.

Initial Function at Power ON

You can specify which screen is displayed when you turn ON the main power.

NOTE

The default setting is '02 COPY'.

Additional Functions

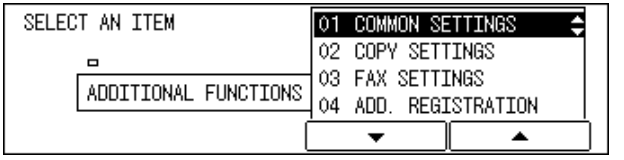
1 Press [Additional Functions].

The ADDITIONAL FUNCTIONS menu appears, and the indicator light blinks.

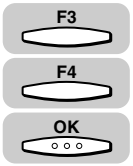
F3
F4
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <01 COMMON SETTINGS> → press [OK].

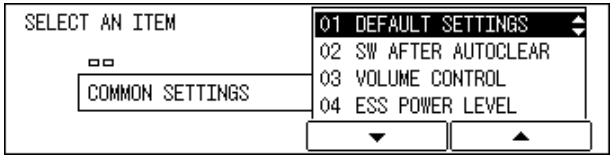
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



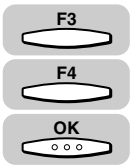
The COMMON SETTINGS menu appears.



3 Press [F3] (▼) or [F4] (▲) to highlight <01 DEFAULT SETTINGS> → press [OK].



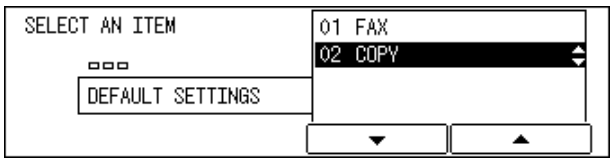
The DEFAULT SETTINGS menu appears.



4 Press [F3] (▼) or [F4] (▲) to select <01 FAX> or <02 COPY> → press [OK].

To set the machine to the Fax function when the power is turned ON, select <01 FAX>.

To set the machine to the Copy function when the power is turned ON, select <02 COPY>



The selected mode is set, and the COMMON SETTINGS menu returns.



5 Press [Reset] to return to the Basic Features screen.

Default Display after Auto Clear

This mode enables you to select whether the Default Settings menu is displayed after auto clearing.

NOTE

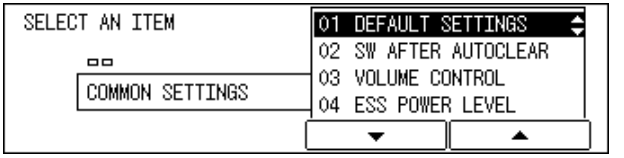
The time necessary for auto clear to take place can be set. (See "Auto Clear Time," on p. 3-24.)

The default setting is '02 RETURN TO DEFAULT'.

Additional Functions
F3
F4
OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <01 COMMON SETTINGS> → press [OK].

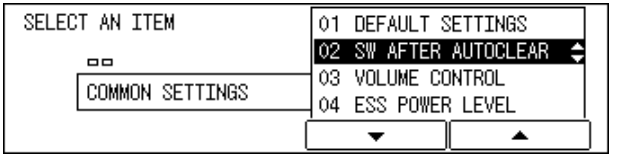
The COMMON SETTINGS menu appears.



F3
F4
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <02 SW AFTER AUTOCLEAR> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



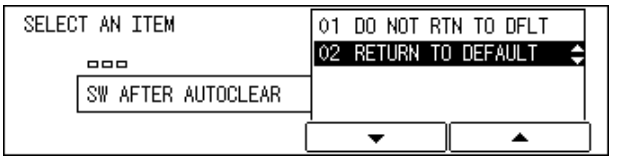
The SW AFTER AUTOCLEAR menu appears.

F3
F4
OK

3 Press [F3] (▼) or [F4] (▲) to highlight <01 DO NOT RTN TO DFLT> or <02 RETURN TO DEFAULT> → press [OK].

If you want to reset the machine to the default settings after auto clearing, select <02 RETURN TO DEFAULT>. In this case, for example, if <01 FAX> has been selected in the 01 DEFAULT SETTINGS menu, the machine will be reset to the initial fax menu when you perform auto clearing during setting the Copy function.

If you do not want to reset the machine to the default settings after auto clearing, select <01 DO NOT RTN TO DFLT>. In this case, for example, if <01 FAX> has been selected in the 01 DEFAULT SETTINGS menu, the machine will be reset to the initial copy menu when you perform auto clearing during setting the Copy function.



The selected mode is set, and the COMMON SETTINGS menu returns.



4 Press [Reset] to return to the Basic Features screen.

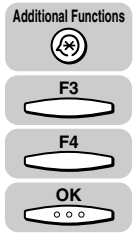
Volume and Tone Control

This mode enables you to select whether to sound audible tones and set their volume. The following tones sound at the following times:

Keypad Volume: When pressing keys on the control panel
Alarm Volume: When a malfunction occurs (e.g., paper jam or operational error)
Transmission Done Tone: When the fax transmission is finished
Reception Done Tone: When the fax reception is finished
Printing Done Tone: When printing has finished
Scanning Done Tone: When scanning has finished

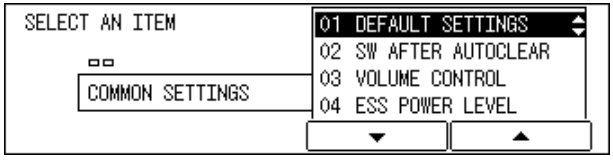
NOTE

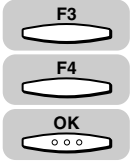
The default settings are '01 ON' for the Keypad, Alarm, and Scanning Done Tones, and '02 ERROR ONLY' for the Transmission Done, Reception Done, and Printing Done Tones. The volume is set to '1' for every tone.
The maximum volume is '3'.



1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <01 COMMON SETTINGS> → press [OK].

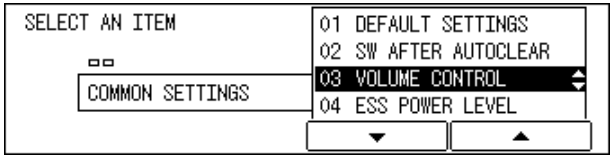
The COMMON SETTINGS menu appears.





2 Press [F3] (▼) or [F4] (▲) to highlight <03 VOLUME CONTROL> → press [OK].

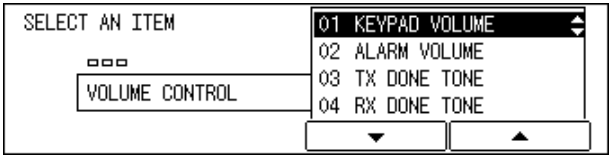
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The VOLUME CONTROL menu appears.

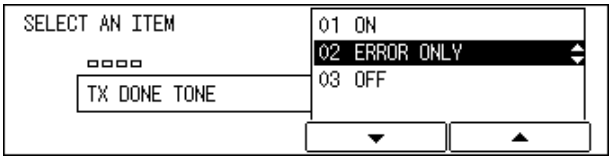
F3
F4
OK

3 Press [F3] (▼) or [F4] (▲) to highlight <01 KEYPAD VOLUME>, <02 ALARM VOLUME>, <03 TX DONE TONE>, <04 RX DONE TONE>, <05 PRINTING DONE TONE>, or <06 SCANNING DONE TONE> → press [OK].



F3
F4
OK

4 Press [F3] (▼) or [F4] (▲) to highlight <01 ON>, <02 ERROR ONLY>, or <03 OFF> for the tone you are setting → press [OK].



NOTE

<ERROR ONLY> appears only when you selected <03 TX DONE TONE>, <04 RX DONE TONE>, or <05 PRINTING DONE TONE> in step 3.

- **If you selected <01 ON> or <02 ERROR ONLY>:**

  ❑ Proceed to step 5.

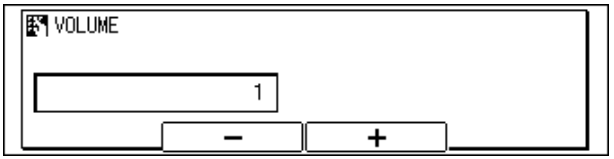
- **If you selected <03 OFF>:**

  ❑ Proceed to step 6.

F2
F3
OK

5 Press [F2] (-) or [F3] (+) to select the volume (from 1 to 3) for each tone → press [OK].

You can also set the volume with the numeric keys.



The VOLUME CONTROL or COMMON SETTINGS menu returns.

NOTE

To set the volume for another tone, repeat steps 3 to 5.

Reset

6 Press [Reset] to return to the Basic Features screen.

Power Consumption in the Energy Saver Mode

This mode enables you to select the power consumption when the machine is in the Energy Saver Mode between the two levels: <01 LOW> and <02 HIGH>.

NOTE

If you set the power consumption to '01 LOW', the machine consumes less energy during the Energy Saver mode than when you set it to '02 HIGH'. However, it takes more time for the machine to resume normal operation.

The default setting is '01 LOW'.

Additional Functions

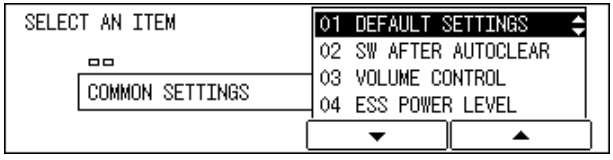
F3

F4

OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <01 COMMON SETTINGS> → press [OK].

The COMMON SETTINGS menu appears.



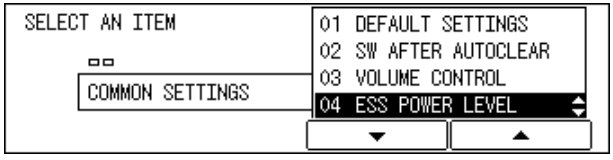
F3

F4

OK

2 Press [F3] (▼) or [F4] (▲) to highlight <04 ESS POWER LEVEL> → press [OK].

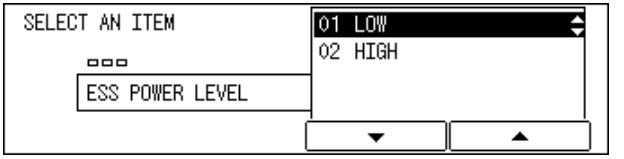
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The ESS POWER LEVEL menu appears.

F3
F4
OK

3 Press [F3] (▼) or [F4] (▲) to highlight <01 LOW> or <02 HIGH> → press [OK].



The COMMON SETTINGS menu returns.

Reset

4 Press [Reset] to return to the Basic Features screen.

Auto Paper Selection/Auto Drawer Switching

This mode enables you to set the paper drawers used for Automatic Paper Selection and Automatic Drawer Switching. This setting can be made independently for the Copy and Printer functions. This mode is useful when different paper drawers are used for different purposes.

NOTE

Paper drawers set to '02 ON' are used for the following functions:

- Auto Paper Selection (APS): The machine automatically selects the appropriate paper size (paper drawer) based on the size of the original and the set ratio (when making a copy), or of the image (when receiving a fax).
- Auto Drawer Switching (ADS): If a paper drawer runs out of paper during a continuous printing job, the machine automatically selects another paper drawer with the same paper size, and begins feeding paper from that paper drawer.

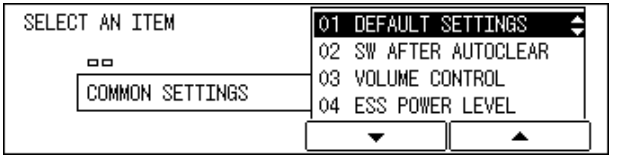
The default settings are '01 OFF' for the stack bypass and '02 ON' for paper drawers 1 and 2.

The printer function is only available in the Network Model of this machine.

Additional Functions
F3
F4
OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <01 COMMON SETTINGS> → press [OK].

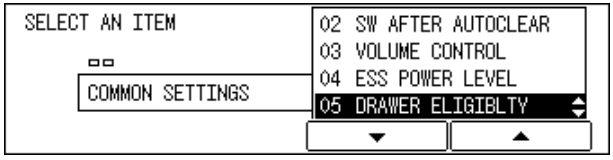
The COMMON SETTINGS menu appears.



F3
F4
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <05 DRAWER ELIGIBLTY> → press [OK].

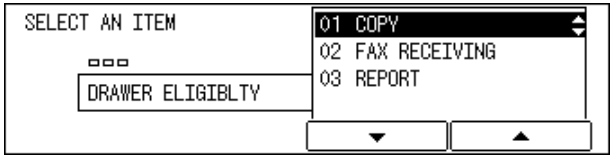
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The DRAWER ELIGIBLTY menu appears.

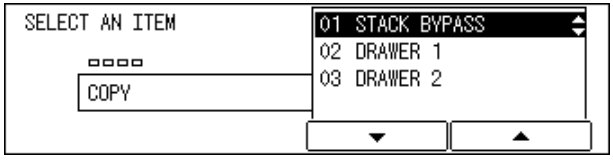
F3
F4
OK

3 Press [F3] (▼) or [F4] (▲) to highlight <01 COPY>, <02 FAX RECEIVING> or <03 REPORT> → press [OK].



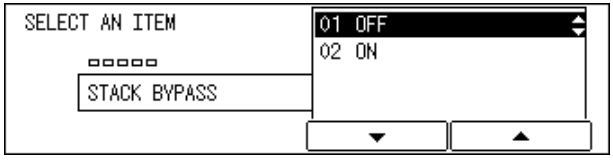
F3
F4
OK

4 Press [F3] (▼) or [F4] (▲) to select the stack bypass or paper drawer to be set for the Auto Paper Selection function → press [OK].



F3
F4
OK

5 Press [F3] (▼) or [F4] (▲) to highlight <01 OFF> or <02 ON> for the stack bypass and each paper drawer → press [OK].



● **To make the stack bypass or paper drawer eligible for APS/ADS:**

❑ Select <02 ON>.

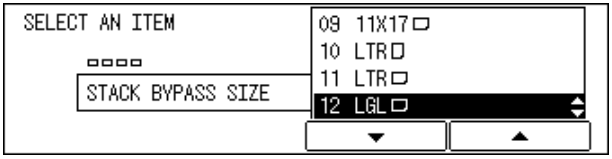
● **To make the stack bypass or paper drawer ineligible for APS/ADS:**

❑ Select <01 OFF>.

Repeat the procedure from step 3 to continue APS/ADS settings.

NOTE

If you select <02 ON> for the stack bypass, press F3 (▼) or F4 (▲) to select the paper size to be used on the stack bypass → press (OK).



Reset

6 **Press [Reset] to return to the Basic Features screen.**

Standard Paper for the Stack Bypass

This mode enables you to set the standard paper size for the stack bypass, if you always use the same size paper. This way you do not need to select the paper size each time you use the stack bypass.

IMPORTANT

If you set the standard paper size for the stack bypass, you cannot select the paper size when you use the stack bypass.

NOTE

The default setting is '01 OFF'.

Additional Functions

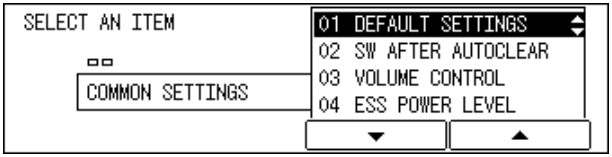
F3

F4

OK

1 **Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <01 COMMON SETTINGS> → press [OK].**

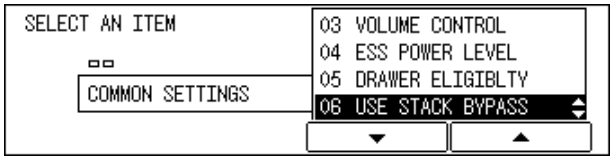
The COMMON SETTINGS menu appears.



F3
F4
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <06 USE STACK BYPASS> → press [OK].

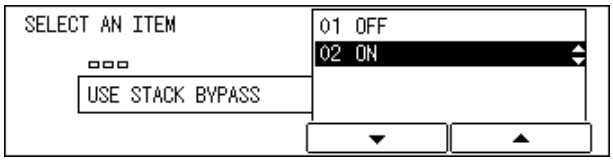
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The USE STACK BYPASS menu appears.

F3
F4
OK

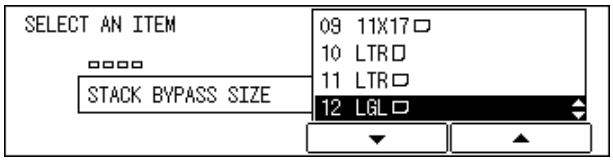
3 Press [F3] (▼) or [F4] (▲) to highlight <01 OFF> or <02 ON> → press [OK].



- **If you want to set the paper size for the stack bypass:**
  - ❑ Select <02 ON>.
- **If you do not want to set the paper size for the stack bypass:**
  - ❑ Select <01 OFF>.

F3
F4
OK

4 If you select <02 ON>, press [F3] (▼) or [F4] (▲) to select the paper size → press [OK].



The COMMON SETTINGS menu returns.

Reset

5 Press [Reset] to return to the Basic Features screen.

Identifying the Type of Paper in a Paper Drawer

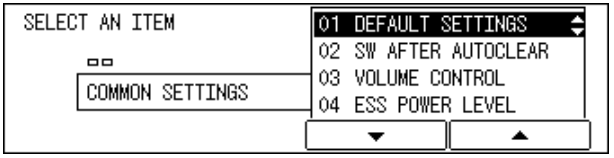
This mode enables you to specify the paper type you load in a paper drawer.

NOTE
The default setting is '01 PLAIN PAPER'.

Additional Functions
F3
F4
OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <01 COMMON SETTINGS> → press [OK].

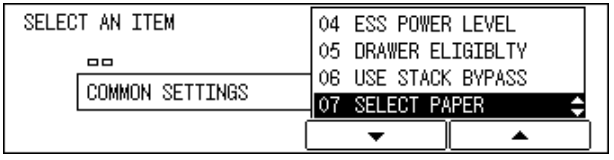
The COMMON SETTINGS menu appears.



F3
F4
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <07 SELECT PAPER> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



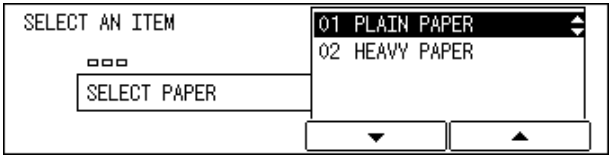
The SELECT PAPER menu appears.

F3
F4
OK

3 Press [F3] (▼) or [F4] (▲) to highlight <01 PLAIN PAPER> or <02 HEAVY PAPER> → press [OK].

To use plain paper, select <01 PLAIN PAPER>.

To use heavyweight paper, select <02 HEAVY PAPER>.



The COMMON SETTINGS menu returns.

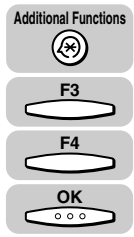


4 Press [Reset] to return to the Basic Features screen.

Rotate Printing

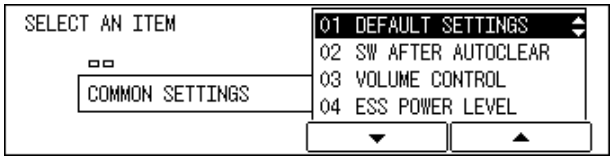
This mode enables you to set the machine to automatically rotate the image when the direction of the original does not match that of the selected paper.

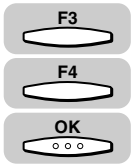
NOTE
The default setting is '02 ON'.



1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <01 COMMON SETTINGS> → press [OK].

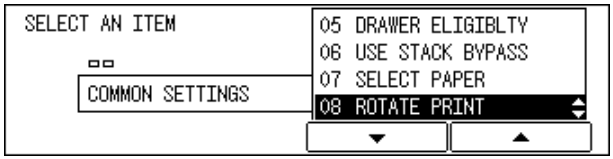
The COMMON SETTINGS menu appears.



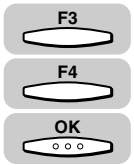


2 Press [F3] (▼) or [F4] (▲) to highlight <08 ROTATE PRINT> → press [OK].

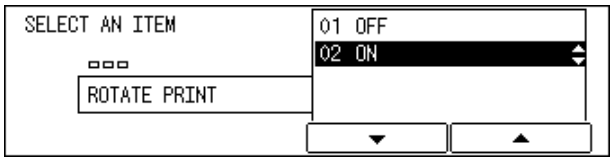
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The ROTATE PRINT menu appears.



3 Press [F3] (▼) or [F4] (▲) to highlight <01 OFF> or <02 ON> → press [OK].



● **If you want to print without rotation:**

❑ Select <01 OFF>.

● **If you want to print the original rotated 90˚:**

❑ Select <02 ON>.

The COMMON SETTINGS menu returns.

Reset

4 Press [Reset] to return to the Basic Features Screen.

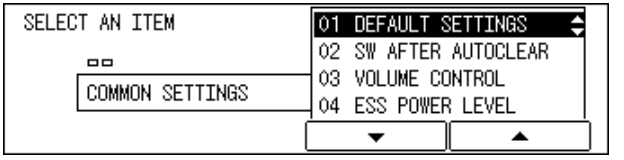
Changing the Language Shown on the LCD Display

This mode enables you to select the language displayed on the LCD display.

Additional Functions
F3
F4
OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <01 COMMON SETTINGS> → press [OK].

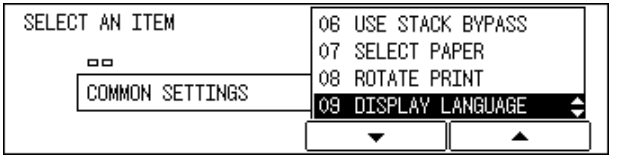
The COMMON SETTINGS menu appears.



F3
F4
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <09 DISPLAY LANGUAGE> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



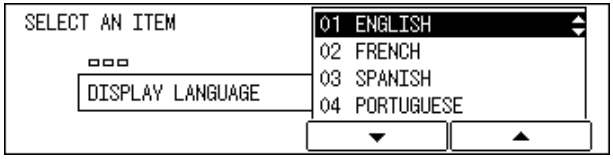
The DISPLAY LANGUAGE menu appears.

F3

F4

OK

3 Press [F3] (▼) or [F4] (▲) to select the desired language → press [OK].



The COMMON SETTINGS menu returns.

Reset

4 Press [Reset] to return to the Basic Features screen.

Timer Settings

This mode enables you to set the current date and time, and specify the time for the machine to enter the Energy Saver mode.

NOTE

The Timer Settings menu is made up of several items. Use F3 (▼) or F4 (▲) to scroll through the items you want to set.

Current Date and Time

You can set the current date and time. The date and time set here is also used as the time setting when required for functions.

Additional Functions

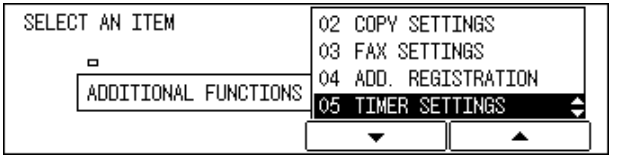
1 Press [Additional Functions].

The ADDITIONAL FUNCTIONS menu appears, and the indicator light blinks.

F3
F4
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <05 TIMER SETTINGS> → press [OK].

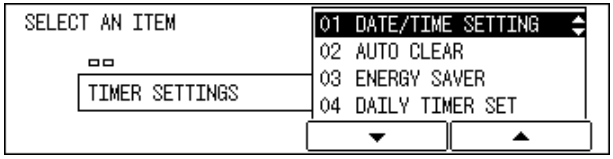
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The TIMER SETTINGS menu appears.

F3
F4
OK

3 Press [F3] (▼) or [F4] (▲) to highlight <01 DATE/TIME SETTING> → press [OK].



The display for entering the date and time appears.

F2
F3

4 Press [F2] (◀) or [F3] (▶) to select the month, day, year, and time → enter the current date and time using the numeric keys.

Enter the date, and the time in 24-hour notation, as four digits without a space.

Enter two digits for the year.

Examples: February 3 → 0203
10:29 a.m. → 1029
11:18 p.m. → 2318



NOTE

If you make a mistake when entering values, press Ⓒ (Clear) → enter the values again.

OK

5 Press [OK].

The time is set, and the TIMER SETTINGS menu returns.

Reset

6 Press [Reset] to return to the Basic Features screen.

Auto Clear Time

If the machine is not used (no keys are pressed) for a certain period of time, the display returns to the Basic Features screen (Auto Clear function). This period of time is called Auto Clear Time. Auto Clear Time can be set from 1 to 9 minutes in one minute increments, and can also be set to '01 OFF'.

NOTE

The default setting is Auto Clear '02 ON' and Auto Clear Time '2MIN'.

Additional Functions

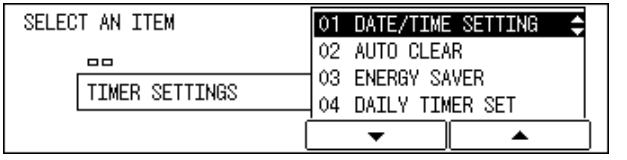
F3

F4

OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <05 TIMER SETTINGS> → press [OK].

The TIMER SETTINGS menu appears.



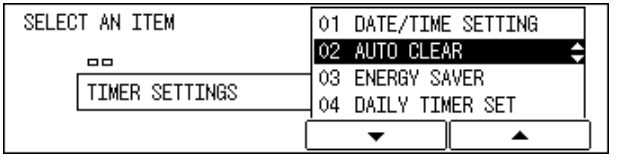
F3

F4

OK

2 Press [F3] (▼) or [F4] (▲) to highlight <02 AUTO CLEAR> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



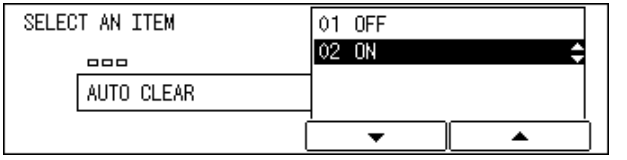
The AUTO CLEAR menu appears.

F3

F4

OK

3 Press [F3] (▼) or [F4] (▲) to highlight <01 OFF> or <02 ON> → press [OK].



● **If you want to use the Auto Clear function:**

❑ Select <02 ON>, and proceed to step 4.

● **If you do not want to use the Auto Clear function:**

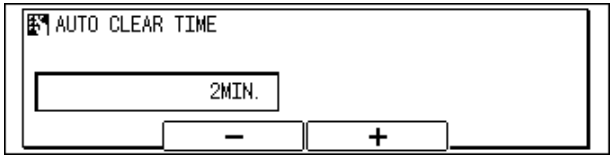
❑ Select <01 OFF>, and proceed to step 5.

F2
F3
OK

4 Press [F2] (-) or [F3] (+) to select the desired time period → press [OK].

The Auto Clear Time settings are from 1 to 9 minutes (in one minute increments).

You can also enter values using the numeric keys.



The TIMER SETTINGS menu returns.

Reset

5 Press [Reset] to return to the Basic Features screen.

Energy Saver Mode

If the machine is not used (no keys are pressed) for a certain period of time, it enters the Energy Saver mode. You can specify the amount of time taken before entering the Energy Saver mode from 3 to 30 minutes. You can also set the Energy Saver to '02 OFF'.

NOTE

The default setting is '01 ON' and '15MIN'.

To reactivate the machine from the Energy Saver mode, press (Energy Saver).

To enter the Energy Saver mode manually, press (Energy Saver) for more than 2 seconds.

You can select the power consumption in the Energy Saver mode between two levels using the Additional Functions menu. (See "Power Consumption in the Energy Saver Mode," on p. 3-13.)

If the Energy Saver and Daily Timer modes are both set, the Daily Timer settings have priority.

The machine will not enter the Energy Saver mode when:

- The machine is in operation
- A document is in the feeder
- All paper drawers are empty
- There is jammed paper in the machine

- The toner cartridge is empty
- There is image data stored in memory in the Fax mode

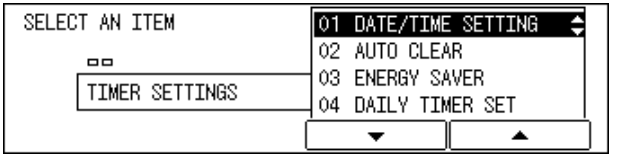
The machine will recover from the Energy Saver mode when:

- You press (Energy Saver)
- You place a document in the feeder
- The time preset for printing reports occurs
- A fax is received
- The time preset for the delayed transmission occurs
- A print job is sent from a computer
- A print job is sent through the network

Additional Functions
F3
F4
OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <05 TIMER SETTINGS> → press [OK].

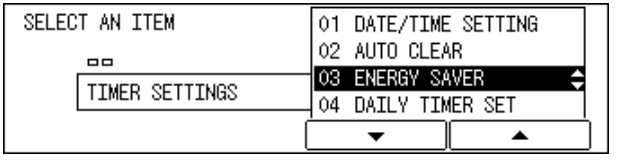
The TIMER SETTINGS menu appears.



F3
F4
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <03 ENERGY SAVER> → press [OK].

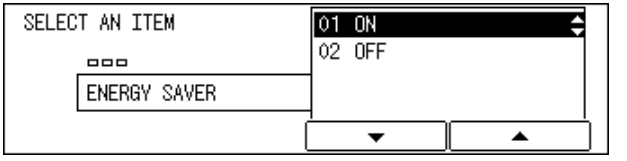
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The ENERGY SAVER menu appears.

F3
F4
OK

3 Press [F3] (▼) or [F4] (▲) to highlight <01 ON> or <02 OFF> → press [OK].



● **If you want to use Energy Saver:**

❑ Select <01 ON> and proceed to step 4.

● **If you do not want to use Energy Saver:**

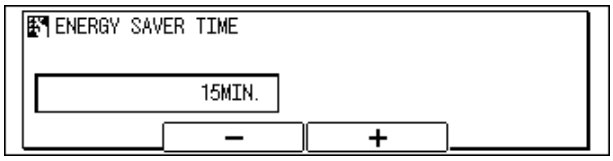
❑ Select <02 OFF> and proceed to step 5.

F2
F3
OK

4 Press [F2] (-) or [F3] (+) to select the desired time period → press [OK].

The Time Until Unit Quiets Down settings are from 3 to 30 minutes (in one minute increments).

You can also enter values using the numeric keys.



The TIMER SETTINGS menu returns.

Reset

5 Press [Reset] to return to the Basic Features screen.

Daily Timer Settings

This mode enables you to set the time that the machine automatically enters the Energy Saver mode each day of the week.

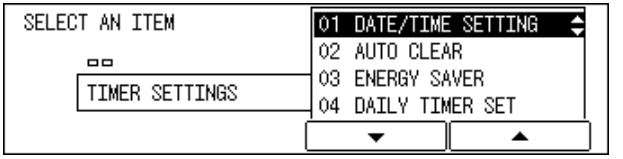
NOTE

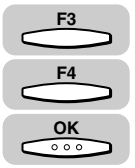
Setting range: Daily from Sunday to Saturday, 00:00 to 23:59 in one minute increments
If Auto Clear Time and Daily Timer modes are both set, Auto Clear Time has priority.
If the current date and time are not set correctly, the Timer settings will not work correctly.

Additional Functions
F3
F4
OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <05 TIMER SETTINGS> → press [OK].

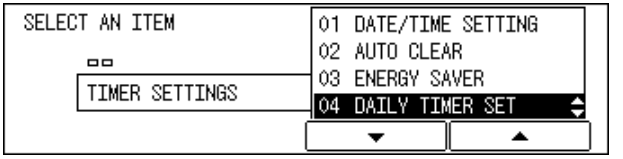
The TIMER SETTINGS menu appears.



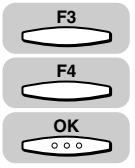


2 Press [F3] (▼) or [F4] (▲) to highlight <04 DAILY TIMER SET> → press [OK].

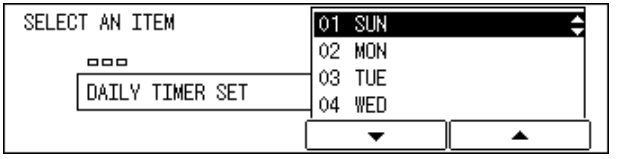
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The DAILY TIMER SET menu appears.



3 Press [F3] (▼) or [F4] (▲) to select the day of the week → press [OK].



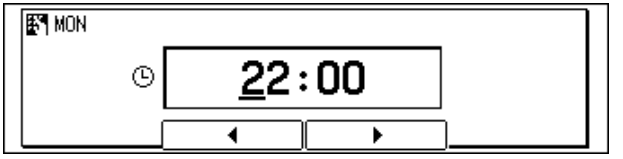
The display for entering the time appears.



4 Press [F2] (◀) or [F3] (▶) to specify the hour and minutes at which the Energy Saver mode is activated using the numeric keys.

Enter the time in 24-hour notation, as four digits without a space.

Examples: 7:05 a.m. → 0705
11:18 p.m. → 2318



NOTE

If you make a mistake when entering the time, enter the four-digit number again.
If you do not want to specify the time, press Ⓒ (Clear).

OK

5 Press [OK].

The time is set, and the TIMER SETTINGS or DAILY TIMER SET menu returns.

Reset

6 Press [Reset] to return to the Basic Features screen.

Date Format

This mode enables you to set the date format to be used on the display.

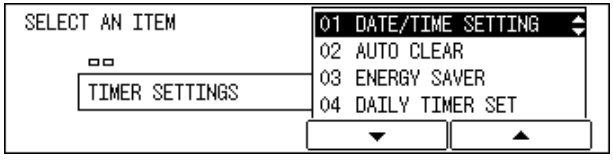
NOTE

The default setting is '02 MM/DD/YYYY' (month/day/year).

Additional Functions
F3
F4
OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <05 TIMER SETTINGS> → press [OK].

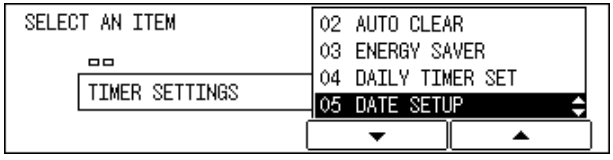
The TIMER SETTINGS menu appears.



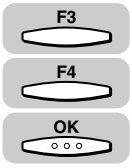
F3
F4
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <05 DATE SETUP> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The DATE SETUP menu appears.



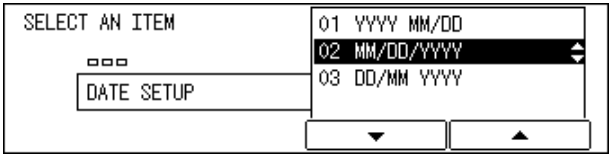
3 Press [F3] (▼) or [F4] (▲) to select desired date format → press [OK].

Examples of the date format:

YYYY MM/DD → 2003 02/03

MM/DD/YYYY → 02/03/2003

DD/MM YYYY → 03/02 2003



The COMMON SETTINGS menu appears.



4 Press [Reset] to return to the Basic Features screen.

Printing Reports and Lists

This mode enables you to print the contents of the fax settings and the network settings. These reports are useful when you want to check the current settings.

User's Data List

This mode enables you to print the user's data list.

Additional Functions

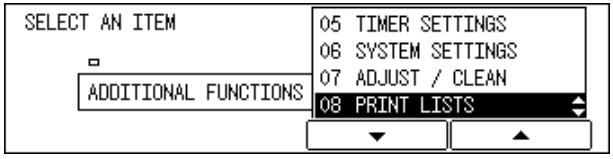
1 Press [Additional Functions].

The ADDITIONAL FUNCTIONS menu appears, and the indicator light blinks.

F3
F4
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <08 PRINT LISTS> → press [OK].

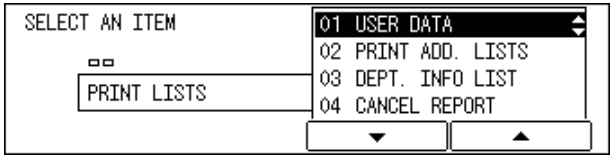
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The PRINT LISTS menu appears.

F3
F4
OK

3 Press [F3] (▼) or [F4] (▲) to highlight <01 USER DATA> → press [OK].



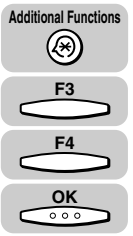
The Basic Features screen returns, and the User Data List is printed out.

Speed Dialing Lists

This mode enables you to print the following fax dialing lists:

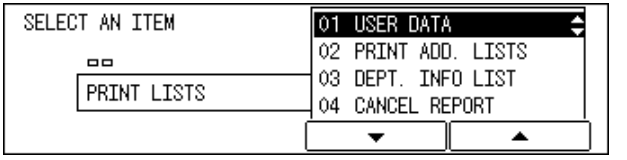
One-Touch Speed Dialing List 1
Coded Speed Dialing List 1
One-Touch Speed Dialing List 2
Coded Speed Dialing List 2
Group Dialing List
Access Code List

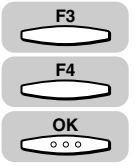
This section explains how to print the One-touch Speed Dialing List 1, as an example.



1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <08 PRINT LISTS> → press [OK].

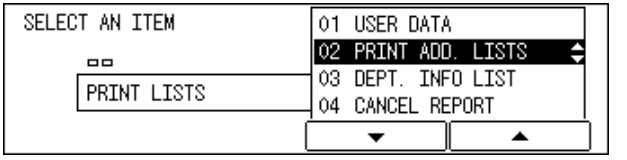
The PRINT LISTS menu appears.





2 Press [F3] (▼) or [F4] (▲) to highlight <02 PRINT ADD. LISTS> → press [OK].

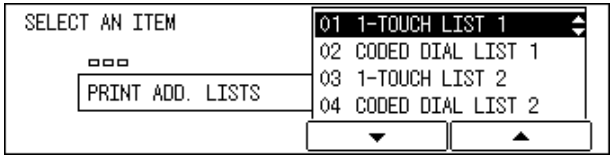
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The PRINT ADD. LISTS menu appears.

F3
F4
OK

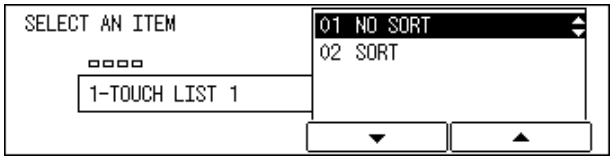
3 Press [F3] (▼) or [F4] (▲) to highlight <01 1-TOUCH LIST 1> → press [OK].



The 1-TOUCH LIST 1 menu appears.

F3
F4
OK

4 Press [F3] (▼) or [F4] (▲) to highlight <01 NO SORT> or <02 SORT> → press [OK].



- **If you want to list the destinations in ascending order as they are registered under one-touch speed dialing keys (i.e., from [01] to [63]):**

  ❑ Select <01 NO SORT>.

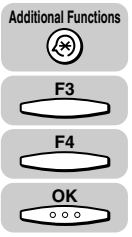
- **If you want to list the registered destinations in alphabetical order:**

  ❑ Select <02 SORT>.

  The Basic Features screen returns, and the One-Touch Speed Dialing List 1 is printed out.

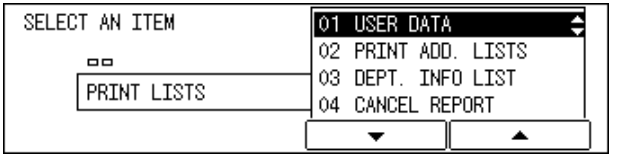
NOTE
You can print the other dialing lists using the same procedures.

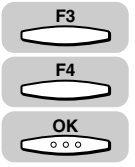
Department ID Management List



1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <08 PRINT LISTS> → press [OK].

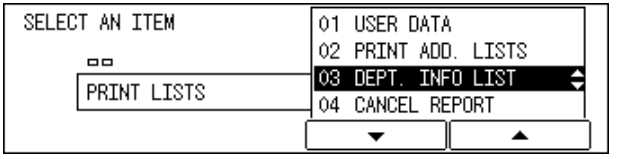
The PRINT LISTS menu appears.





2 Press [F3] (▼) or [F4] (▲) to highlight <03 DEPT. INFO LIST> → press [OK].

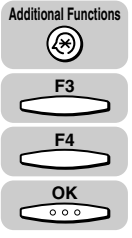
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The Basic Features screen returns, and the Department Information list is printed out.

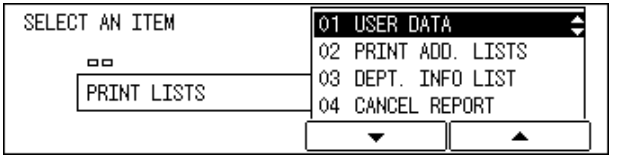
Cancel Report Printing

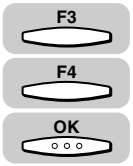
This mode enables you to cancel the report printing in the PRINT LISTS menu.



1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <08 PRINT LISTS> → press [OK].

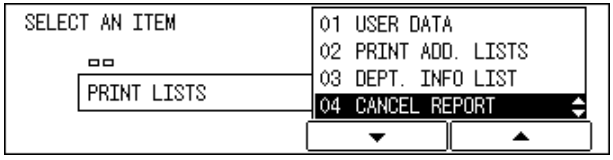
The PRINT LISTS menu appears.





2 Press [F3] (▼) or [F4] (▲) to highlight <04 CANCEL REPORT> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The report printing is canceled, and the Basic Features screen returns.

NOTE

If there are multiple jobs, press F2 (▼) or F3 (▲) to select the report whose printing you want to cancel → press F4 (CANCEL).
You cannot select multiple jobs and cancel them all at once. When canceling multiple jobs, select and cancel one by one.



Checking Job Status

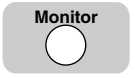
4
CHAPTER

This chapter explains how to confirm the status of print jobs.

Checking the Job Status 4-2

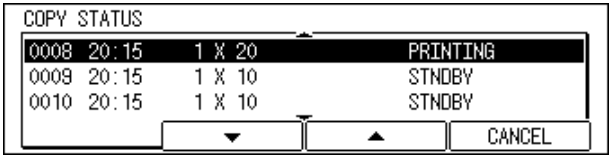
Checking the Job Status

If you press [Monitor], the Monitor screen appears. You can check the status of copy jobs or fax jobs on the display.



1 Press [Monitor].

The current copy job appears on the display.

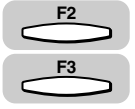


NOTE

To check the status of the print jobs sent from a computer, see Chapter 3, "Summary of the Printer Menus," in the *PCL Printer Guide* (Network Model only).

If you press [Monitor] when copy jobs are displayed, the display changes to the fax job status; when fax jobs are displayed, it changes to the copy job status.

The Monitor screen does not appear during scanning.



2 To scroll through the list of the jobs, press [F2] (▼) or [F3] (▲).



3 Press [Stop] to return to the Basic Features screen.

System Manager Settings

5
CHAPTER

This chapter describes settings that can be made by the person in charge of the machine's operation, such as the System Manager.

System Administrator Information. 5-2
- System Administrator ID 5-2
- System Password 5-4
- E-Mail Address 5-5

Department ID Management 5-7
- Setting Department ID Management 5-7
- Storing Department ID, Password, Copy Limits/TX Limits, and Sender Name 5-9
- Checking and Printing Counter Information 5-14
- Restrictions Using Department ID Management 5-17
- Accepting Print Jobs with an Unknown ID 5-19

System Administrator Information

You can set a password for the System Manager. Once the System Administrator ID and Password are set, restrictions can be placed on storing or changing the System Settings.

NOTE

For instructions on how to enter characters, see "Entering Characters," on p. 2-8.
The maximum number of digits you can store for the System Administrator ID and Password is seven.

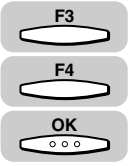
System Administrator ID

You can set or change the System Administrator ID. You must set the ID.



1 Press [Additional Functions].

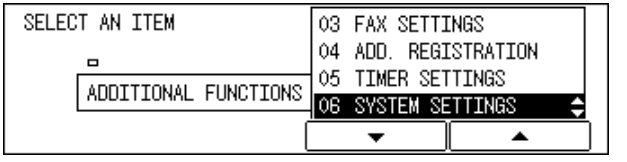
The ADDITIONAL FUNCTIONS menu appears, and the indicator light blinks.



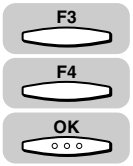
2 Press [F3] (▼) or [F4] (▲) to highlight <06 SYSTEM SETTINGS> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.

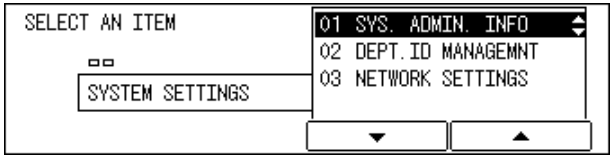
If the System Administrator ID and password are set, enter them after selecting <06 SYSTM SETTINGS> → press [OK].



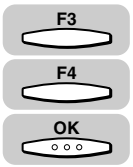
The SYSTEM SETTINGS menu appears.



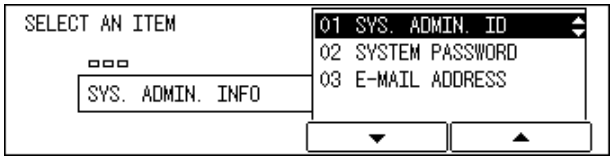
3 Press [F3] (▼) or [F4] (▲) to highlight <01 SYS. ADMIN. INFO> → press [OK].



The SYS. ADMIN. INFO menu appears.



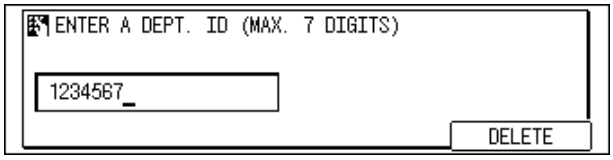
4 Press [F3] (▼) or [F4] (▲) to highlight <01 SYS. ADMIN. ID> → press [OK].



The display for entering the System Administrator ID appears.



5 Enter a number of up to seven digits using the numeric keys for the new System Administrator ID → press [OK].



The System Administrator ID is stored, and the SYS. ADMIN. INFO menu returns.

NOTE

You cannot store a System Administrator ID with only zeros as the number, such as <0000000>.

You can delete the last digit you entered by pressing F4 (Delete).

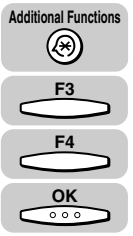
You can delete all the digits you entered by pressing Ⓒ (Clear).



6 Press [Reset] to return to the Basic Features screen.

System Password

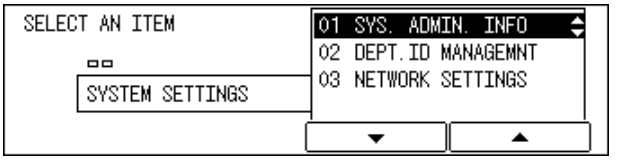
You can set the System Password.

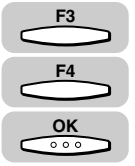


1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <06 SYSTEM SETTINGS> → press [OK].

If a System Administrator ID and password are set, enter them after selecting <06 SYSTM SETTINGS> → press [OK].

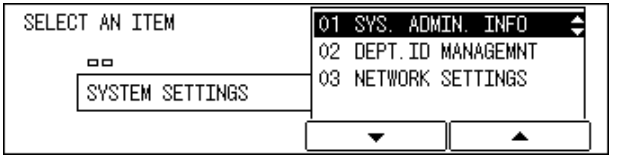
The SYSTEM SETTINGS menu appears.



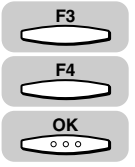


2 Press [F3] (▼) or [F4] (▲) to highlight <01 SYS. ADMIN. INFO> → press [OK].

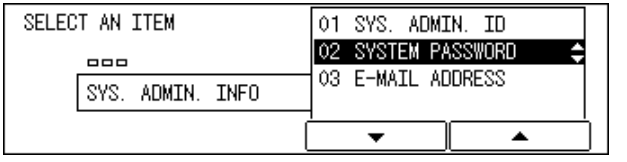
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The SYS. ADMIN. INFO menu appears.



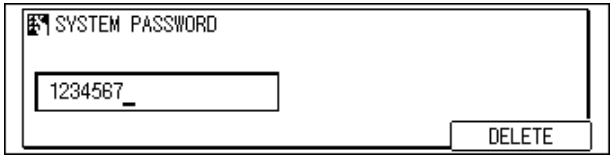
3 Press [F3] (▼) or [F4] (▲) to highlight <02 SYSTEM PASSWORD> → press [OK].



The display for entering the System Password menu appears.



4 Enter a System Password using the numeric keys → press [OK].



The System Password is set, and the SYS. ADMIN. INFO menu returns.

NOTE

You cannot store a System Password with only zeros as the number, such as <0000000>.

You can delete the last digit you entered by pressing F4 (Delete).

You can delete all the digits you entered by pressing C (Clear).



5 Press [Reset] to return to the Basic Features screen.

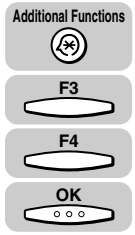
E-Mail Address

You can specify the e-mail address of the System Administrator.

NOTE

This menu is only displayed in the Network Model of this machine.

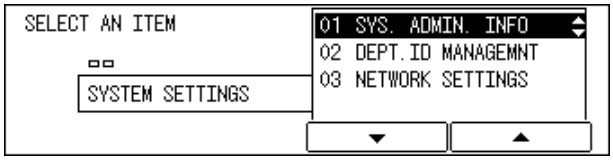
No e-mail address is set at the default setting.

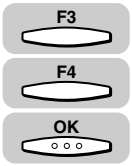


1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <06 SYSTEM SETTINGS> → press [OK].

If a System Administrator ID and password are set, enter them after selecting <06 SYSTM SETTINGS> → press [OK].

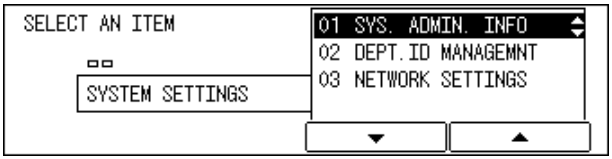
The SYSTEM SETTINGS menu appears.



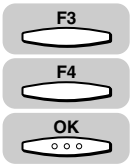


2 Press [F3] (▼) or [F4] (▲) to highlight <01 SYS. ADMIN. INFO> → press [OK].

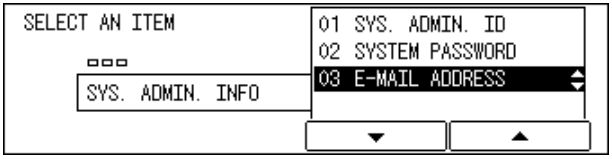
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The SYS. ADMIN. INFO menu appears.



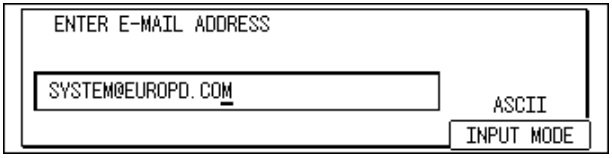
3 Press [F3] (▼) or [F4] (▲) to highlight <03 E-MAIL ADDRESS > → press [OK].



The display for entering the E-mail Address appears.



4 Enter the e-mail address using the numeric keys → press [OK].



The e-mail address is registered, and the SYSTEM SETTINGS menu returns.

NOTE

You can change the input mode by pressing F4 (INPUT MODE) to match the character type to be input. (See "Entering Characters," on p. 2-8.)



5 Press [Reset] to return to the Basic Features screen.

Department ID Management

By storing a Department ID and password for each department, you can set the machine so that its functions can be used only after the correct password has been entered. This is called Department ID Management. Department IDs and passwords for up to 100 departments can be stored. This function enables you to check the print totals for each department, for management purposes. You can also limit the number of pages that can be printed (Copy Limit) and sent (TX Limit) for each department.

With Department ID Management, the following operations can be performed:

Selecting whether to use Department ID Management
Storing the Department ID and the password
Setting the Impression and Transmission Limit for each department

NOTE

The maximum number of digits you can store for the Department ID and password is seven. If you store either with less than seven digits, the machine stores them with leading zeros, as follows:

- Example: If <321> is entered, then <0000321> is stored.

The default setting is '01 OFF'.

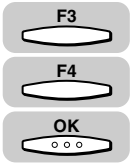
Setting Department ID Management

You can select whether to use Department ID Management.



1 Press [Additional Functions].

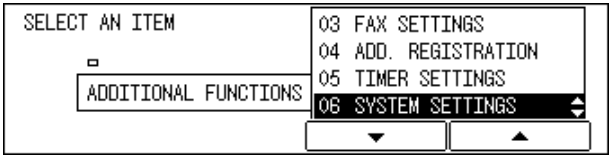
The ADDITIONAL FUNCTIONS menu appears, and the indicator light blinks.



2 Press [F3] (▼) or [F4] (▲) to highlight <06 SYSTEM SETTINGS> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.

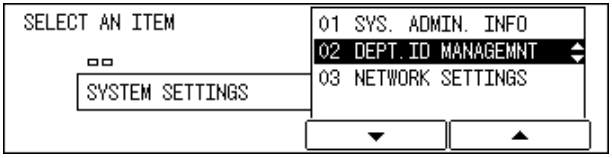
If a System Administrator ID and password are set, enter them after selecting <06 SYSTM SETTINGS> → press [OK].



The SYSTEM SETTINGS menu appears.

F3
F4
OK

3 Press [F3] (▼) or [F4] (▲) to highlight <02 DEPT. ID MANAGEMNT> → press [OK].



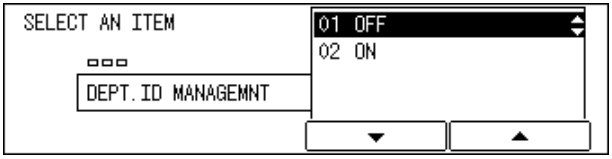
The DEPT. ID MANAGEMNT menu appears.

F3
F4
OK

4 Press [F3] (▼) or [F4] (▲) to highlight <02 ON> or <01 OFF> → press [OK].

If you want to use Department ID Management, select <02 ON>. The Department ID Settings menu appears. (See "Storing Department ID, Password, Copy Limits/TX Limits, and Sender Name," on p. 5-9.)

If you do not want to use Department ID Management, select <01 OFF>.



The SYSTEM SETTINGS menu returns.

Reset

5 Press [Reset] to return to the Basic Features screen.

Storing Department ID, Password, Copy Limits/TX Limits, and Sender Name

You can register the Department ID after setting the Department ID Management to '02 ON'.

Setting the Department ID Management to 'ON' enables you to register the following information for each of the Department IDs from 00 to 99:

Department ID
Password
Copy Limits
TX Limits
Sender Name

NOTE

The TX limits indicate the maximum page number for memory sending, direct sending, delayed transmission, and polling receiving.

No Department ID Management information is registered for the default setting.

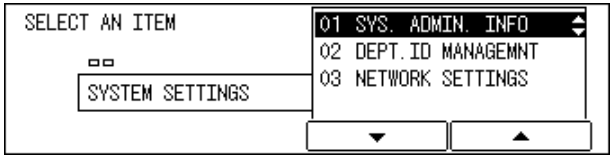
You can set a specific sender name for each Department ID. When you do not specify a sender name, the fax or mail will be sent under the name registered in '01'. For details on the sender name, see Chapter 1, "Before You Use the Fax Functions," in the *Facsimile Guide*.

Additional Functions
F3
F4
OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <06 SYSTEM SETTINGS> → press [OK].

If a System Administrator ID and password are set, enter them after selecting <06 SYSTM SETTINGS> → press [OK].

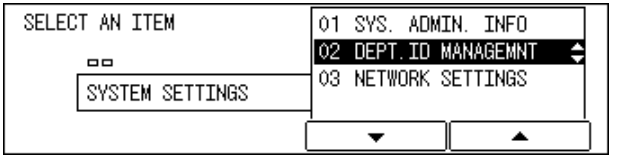
The SYSTEM SETTINGS menu appears.



F3
F4
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <02 DEPT. ID MANAGEMNT> → press [OK].

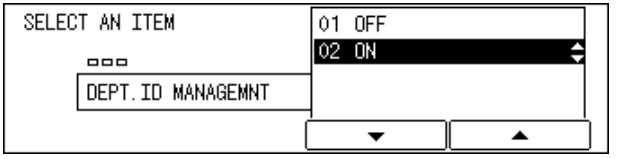
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The DEPT. ID MANAGEMNT menu appears.

F3
F4
OK

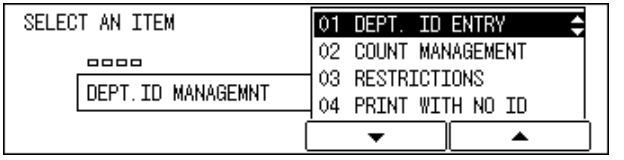
3 Press [F3] (▼) or [F4] (▲) to highlight <02 ON> → press [OK].



The DEPT. ID MANAGEMNT menu appears.

F3
F4
OK

4 Press [F3] (▼) or [F4] (▲) to highlight <01 DEPT. ID ENTRY> → press [OK].

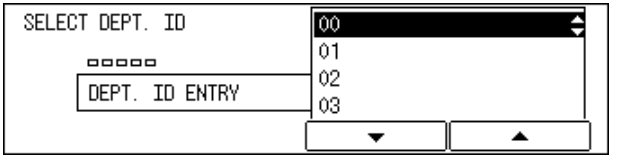


The DEPT. ID ENTRY menu appears.

F3
F4
OK

5 Press [F3] (▼) or [F4] (▲) to select the number to which the department will be designated → press [OK].

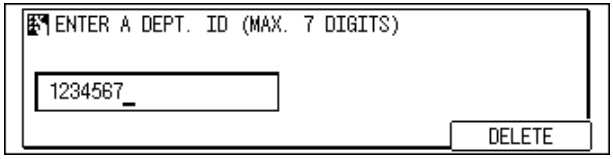
You can also use the numeric keys to designate the department number.



The display for entering the Department ID appears.



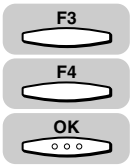
6 Enter the Department ID using the numeric keys → press [OK].



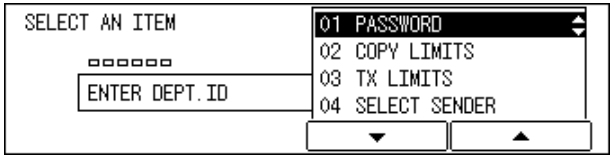
The Department ID is stored, and the ENTER DEPT. ID menu appears.

NOTE

You can delete the last digit you entered by pressing F4 (Delete).
You can delete all the digits you entered by pressing C (Clear).
You cannot register the same number as that used for another Department ID.



7 Press [F3] (▼) or [F4] (▲) to highlight <01 PASSWORD> → press [OK].

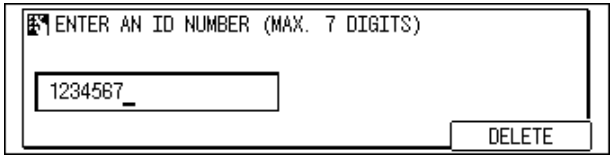


The display for entering the password appears.



8 Enter the password using the numeric keys → press [OK].

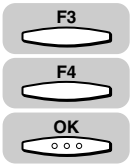
The registered department will operate the machine with this password.



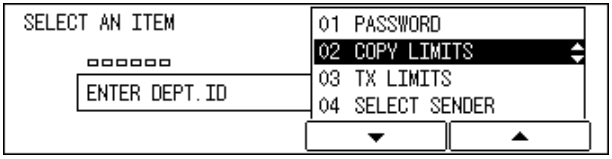
The password is stored, and the ENTER DEPT. ID menu returns.

NOTE

You can delete the last digit you entered by pressing F4 (Delete).
You can delete all the digits you entered by pressing C (Clear).



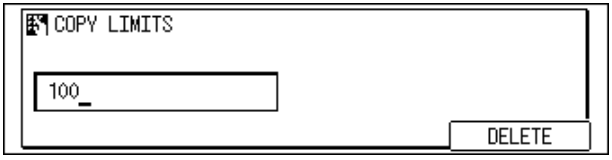
9 Press [F3] (▼) or [F4] (▲) to highlight <02 COPY LIMITS> → press [OK].



The display for entering the Copy Limits appears.



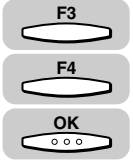
10 Enter the total number of pages that can be printed by the registered department using the numeric keys → press [OK].



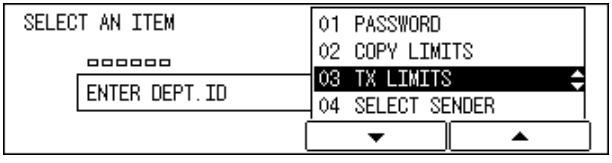
The impression limit is stored, and the ENTER DEPT. ID menu returns.

NOTE

You can specify the COPY LIMITS up to 99,999.
You can delete the last digit you entered by pressing F4 (Delete).
You can delete all the digits you entered by pressing C (Clear).



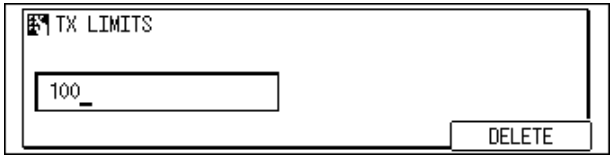
11 Press [F3] (▼) or [F4] (▲) to highlight <03 TX LIMITS> → press [OK].



The display for entering the TX Limits appears.



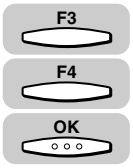
12 Enter the total number of pages that can be sent by the registered department using the numeric keys → press [OK].



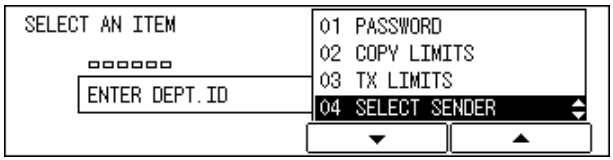
The ENTER DEPT. ID menu returns.

NOTE

You can specify the TX LIMITS up to 99,999.
You can delete the last digit you entered by pressing F4 (Delete).
You can delete all the digits you entered by pressing C (Clear).

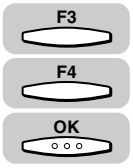


13 Press [F3] (▼) or [F4] (▲) to highlight <04 SELECT SENDER> → press [OK].

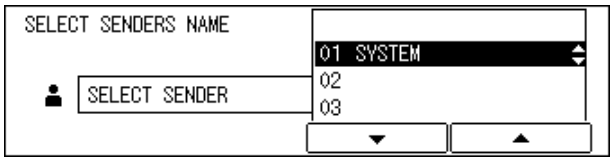


NOTE

For details on the sender name, see Chapter 1, "Before You Use the Fax Functions," in the *Facsimile Guide*.



14 Press [F3] (▼) or [F4] (▲) to select the name of the sender → press [OK].



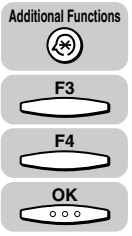
The DEPT. ID ENTRY menu returns.



15 Press [Reset] to return to the Basic Features screen.

Checking and Printing Counter Information

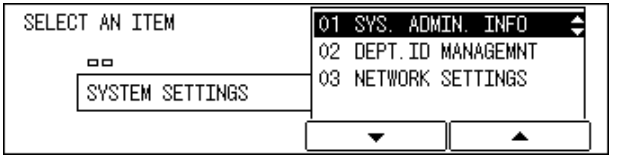
You can check the amount of paper used by each department after setting the Department ID Management to '02 ON'.

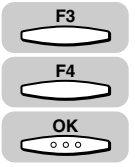


1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <06 SYSTEM SETTINGS> → press [OK].

If a System Administrator ID and password are set, enter them after selecting <06 SYSTM SETTINGS> → press [OK].

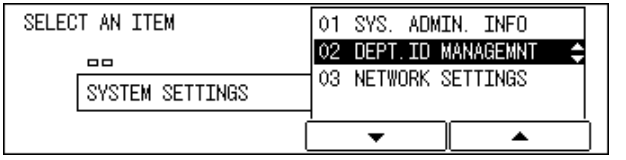
The SYSTEM SETTINGS menu appears.



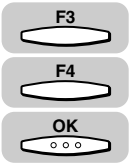


2 Press [F3] (▼) or [F4] (▲) to highlight <02 DEPT. ID MANAGEMNT> → press [OK].

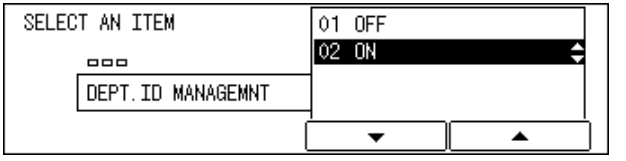
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The DEPT. ID MANAGEMNT menu appears.



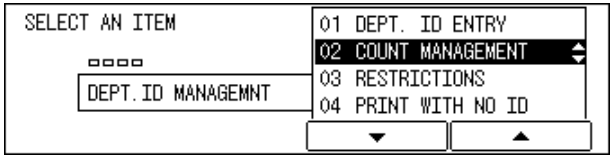
3 Press [F3] (▼) or [F4] (▲) to highlight <02 ON> → press [OK].



The DEPT. ID MANAGEMNT menu appears.

F3
F4
OK

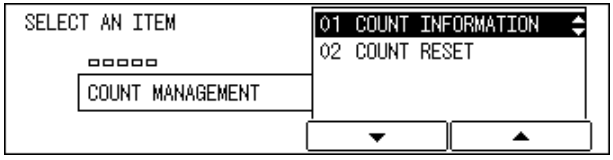
4 **Press [F3] (▼) or [F4] (▲) to highlight <02 COUNT MANAGEMENT> → press [OK].**



The COUNT MANAGEMENT menu appears.

F3
F4
OK

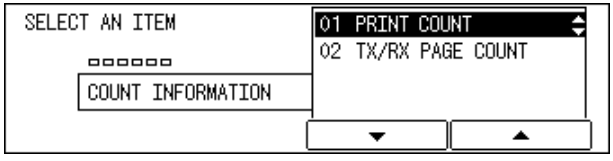
5 **Press [F3] (▼) or [F4] (▲) to highlight <01 COUNT INFORMATION> → press [OK].**



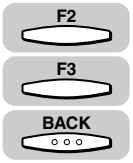
The COUNT INFORMATION menu appears.

F3
F4
OK

6 **Press [F3] (▼) or [F4] (▲) to highlight <01 PRINT COUNT> or <02 TX/RX PAGE COUNT> → press [OK].**

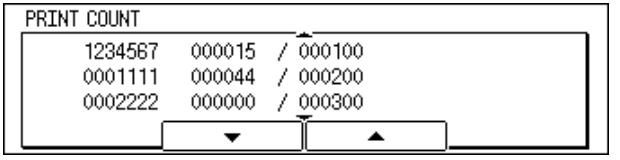


The selected count information menu appears.



7 Press [F2] (▼) or [F3] (▲) to confirm the count information → press [BACK].

The count information is shown, from left to right: The Department ID, the counted pages, and the maximum page number. If the maximum page number is displayed as <0>, the maximum limit has not been specified. If it is displayed as a space, DEPT. ID MANAGEMENT has been set to '01 OFF'. (See "Restrictions Using Department ID Management," on p. 5-17.)



The COUNT INFORMATION menu returns.

NOTE

If the department whose information you want to check is not displayed, press F2 (▼) or F3 (▲) until it is displayed.

If a job without ID is sent while the Department ID Management display is shown, only the print count is displayed at the end of the count information.

If you want to display the print or transmission limit, Restrict Printing or Restrict TX, respectively, must be set to '02 ON' in the RESTRICTIONS menu. (See "Restrictions Using Department ID Management," on p. 5-17.)



8 Press [Reset] to return to the Basic Features screen.

NOTE

If you select <02 COUNT RESET> in step 5, and then select <01 ON>, the counter information is deleted.

Restrictions Using Department ID Management

When the Department ID Management is set to '02 ON', you can select whether to activate the restriction on printing and fax transmission quantity.

NOTE

The default setting is '01 OFF'.

Additional Functions

F3

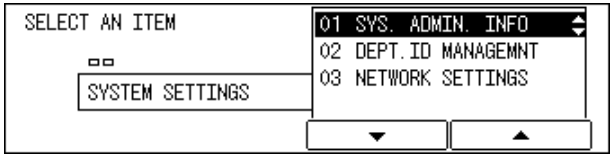
F4

OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <06 SYSTEM SETTINGS> → press [OK].

If a System Administrator ID and password are set, enter them after selecting <06 SYSTM SETTINGS> → press [OK].

The SYSTEM SETTINGS menu appears.



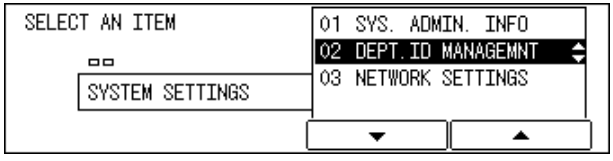
F3

F4

OK

2 Press [F3] (▼) or [F4] (▲) to highlight <02 DEPT. ID MANAGEMNT> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



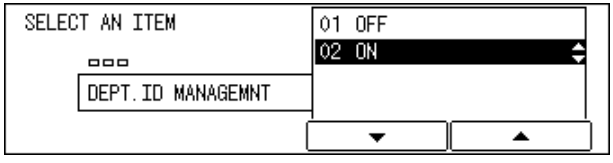
The DEPT. ID MANAGEMNT menu appears.

F3

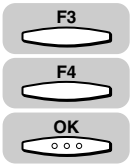
F4

OK

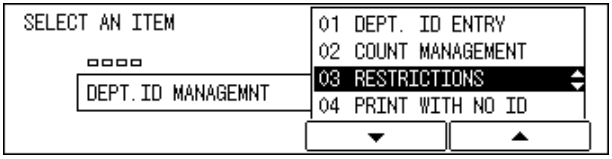
3 Press [F3] (▼) or [F4] (▲) to highlight <02 ON> → press [OK].



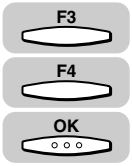
The DEPT. ID MANAGEMNT menu appears.



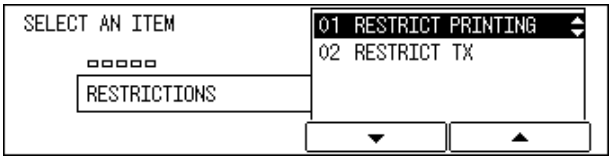
4 Press [F3] (▼) or [F4] (▲) to highlight <03 RESTRICTIONS> → press [OK].

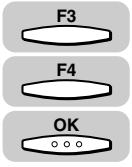


The RESTRICTIONS menu appears.



5 Press [F3] (▼) or [F4] (▲) to highlight <01 RESTRICT PRINTING> or <02 RESTRICT TX> → press [OK].

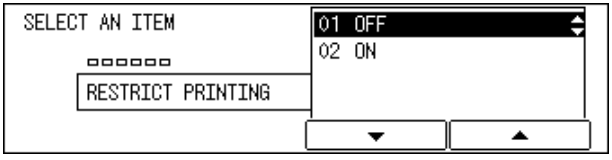




6 Press [F3] (▼) or [F4] (▲) to highlight <02 ON> or <01 OFF> → press [OK].

If you want to activate the print or transmission limit, select <02 ON>.

If you do not want to activate the print or transmission limit, select <01 OFF>.





7 Press [Reset] to return to the Basic Features screen.

Accepting Print Jobs with an Unknown ID

This mode enables you to specify whether to print documents from computers that do not correspond with a stored Department ID.

NOTE

The default setting is '01 ON'.

Additional Functions

F3

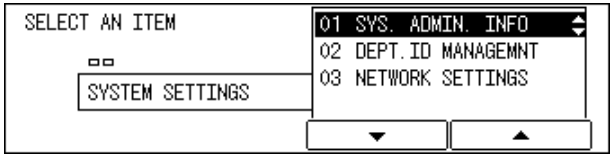
F4

OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <06 SYSTEM SETTINGS> → press [OK].

If a System Administrator ID and password are set, enter them after selecting <06 SYSTM SETTINGS> → press [OK].

The SYSTEM SETTINGS menu appears.



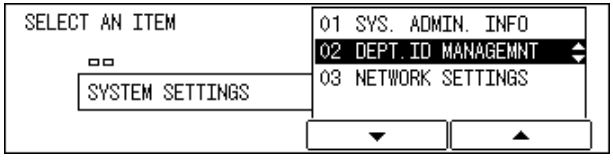
F3

F4

OK

2 Press [F3] (▼) or [F4] (▲) to highlight <02 DEPT. ID MANAGEMNT> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



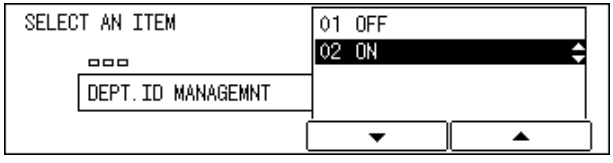
The DEPT. ID MANAGEMNT menu appears.

F3

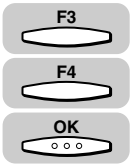
F4

OK

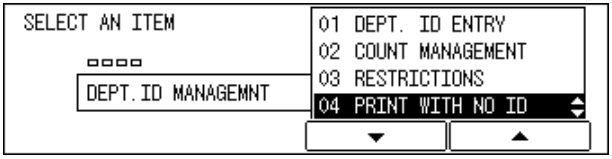
3 Press [F3] (▼) or [F4] (▲) to highlight <02 ON> → press [OK].



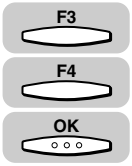
The DEPT. ID MANAGEMNT menu appears.



4 Press [F3] (▼) or [F4] (▲) to highlight <04 PRINT WITH NO ID> → press [OK].



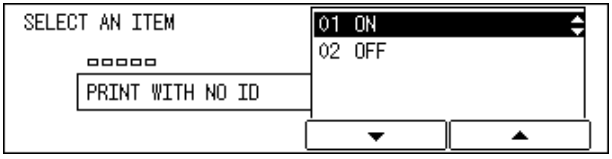
The PRINT WITH NO ID menu appears.



5 Press [F3] (▼) or [F4] (▲) highlight <01 ON> or <02 OFF> → press [OK].

If you want to allow printing jobs without Department ID, select <01 ON>.

If you do not want to allow printing jobs without Department ID, select <02 OFF>.





6 Press [Reset] to return to the Basic Features screen.

Routine Maintenance

6
CHAPTER

This chapter describes how to load paper, replace the toner cartridge and drum units, and perform routine cleaning.

Paper Drawers 6-2
- Loading Paper 6-2
- Adjusting a Paper Drawer to Hold a Different Paper Size 6-6

Replacing the Toner Cartridge 6-11

Replacing the Stamp Cartridge 6-18

Routine Cleaning 6-20
- Platen Glass and Cover 6-20
- Feeder Cleaning 6-21
- Roller Cleaning 6-25

Consumables 6-28

Paper Drawers

This section describes how to load paper into the paper drawers.

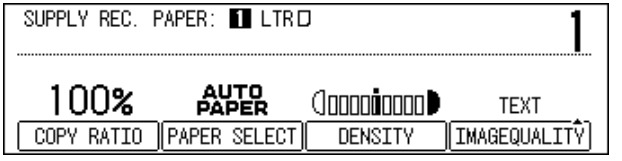
NOTE

The following paper sizes can be loaded into the paper drawers: 11" x 17" ▭, LGL ▭, LTR ▯, LTR ▭, and STMT ▯.

For details of available paper stock which can be loaded into the paper drawers, see "Paper Type," on p. 2-22.

Loading Paper

If the selected paper has run out, or the selected paper drawer runs out of paper during printing, a screen prompting you to load paper appears on the display, and the alarm indicator blinks red.



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

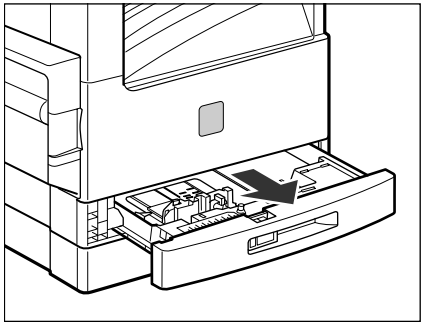
The message also appears if the selected paper drawer is not fully inserted into the machine. Once you properly insert the paper drawer, the message will disappear.

NOTE

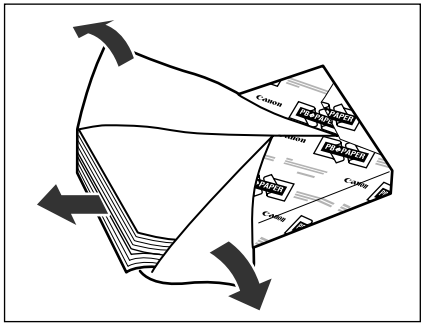
If the above message appears during printing, the remaining prints are automatically made after you load the correct paper.

To cancel printing, press (Stop). (See Chapter 1, "Introduction to Copying," in the *Copying Guide*.)

1 **Grip the handle of the paper drawer, and pull out the paper drawer until it stops.**



2 **Open a paper package, and remove the paper stack.**



IMPORTANT

Rewrap any remaining paper in its original package, and store it in a dry place away from direct sunlight.

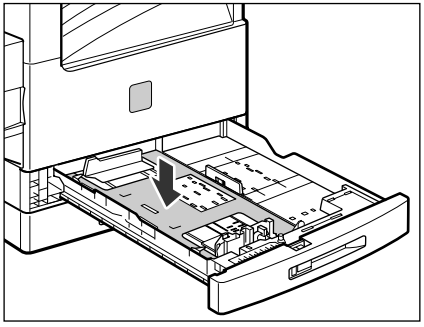
Do not load the following types of paper in the paper drawer. Doing so may cause a paper jam.

- Severely curled or wrinkled paper
- Heavyweight paper
- Transparencies
- Paper on which color images have been copied (do not copy on the reverse side either)
- Paper which has been printed on using a thermal transfer printer (do not copy on the reverse side either)
- Back side of printed paper

NOTE

For high-quality print output, use paper recommended by Canon.

3 Push down the metal plate until it locks in place.

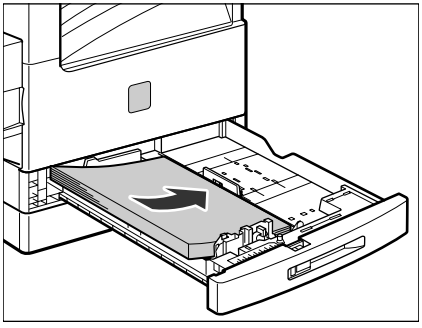


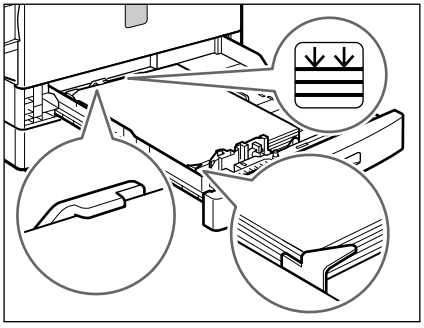
4 Load the paper into the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

When loading paper in the paper drawer for the first time, set the size plate to match the paper size being loaded.

When loading paper in the paper drawer, make sure that the paper size setting of the paper drawer matches the size of the paper.





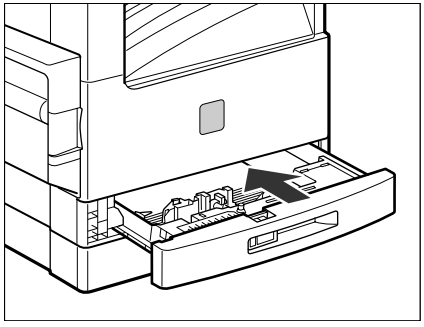
IMPORTANT

Paper which has been rolled or curled must be straightened out prior to use.
Make sure that the height of the paper stack does not exceed the limit mark .
Make sure that the corners of the stack are held under the guiding tabs.

NOTE

Each paper drawer holds about 250 sheets of paper (20 lb bond (80 g/m^2)).
If there are instructions on the paper package about which side of the paper to load, follow those instructions. When the paper is loaded into the paper drawer, the side facing down is the one printed on.
If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.
For details of the print direction of paper already printed with logos or patterns, see Chapter 1, "Introduction to Copying," in the *Copying Guide*.

5 Gently push the paper drawer back into the machine until it clicks into place in the closed position.



CAUTION

When returning the paper drawer to its closed position, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

Never place paper or any other items in the open part of the paper drawer next to the paper stack. Doing so may cause paper jams.

Adjusting a Paper Drawer to Hold a Different Paper Size

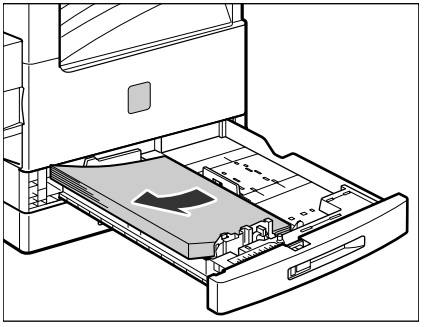
If you want to load a new paper size in a paper drawer, follow the procedure described below to adjust the paper drawer guides.

NOTE

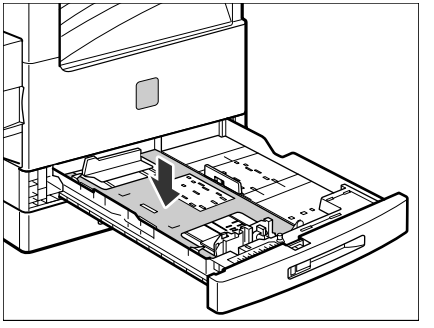
The following paper sizes can be loaded into the paper drawers: 11" x 17" ▭, LGL ▭, LTR ▯, LTR ▭, and STMT ▯.

Please consult your service representative about the settings for U1, U2, and U3 paper.

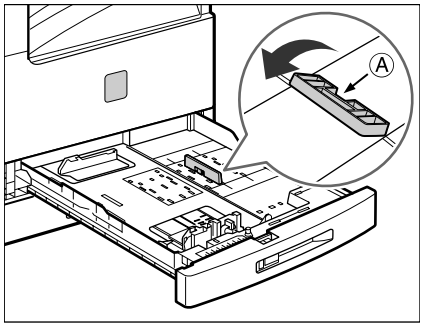
1 Pull out the paper drawer, and remove all the loaded paper.



2 Push down the metal plate until it locks in place.



3 **Detach the paper end guide by pushing it to the left and pulling up, and attach it again aligning it with the mark for the desired paper size.**

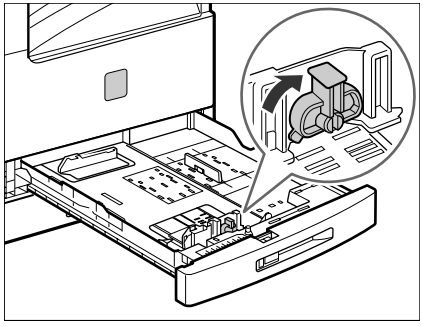


NOTE

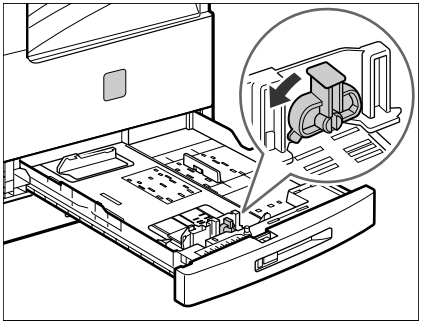
Attach the end guide while pressing down the point indicated with "A".

If you are setting for 11" x 17" paper, attach the end guide to the 11" x 17" indicator on the right rear side of the paper drawer.

4 **Lift the lock lever vertically, and slide the side guide to align it with the mark for the size of the paper you are loading.**



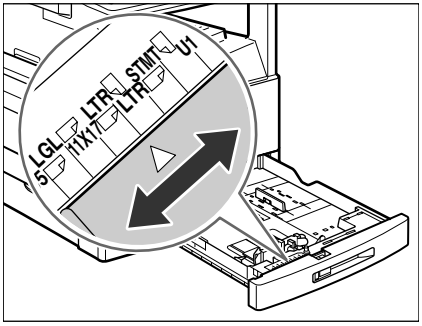
5 Lower the lock lever to the left to lock the side guide.



IMPORTANT

Be sure to set the lock lever correctly. If the lock lever is set to the wrong position, paper jams or dirty prints may occur, or the inside of the machine may get dirty.

6 Set the paper size detector lever, located on the left side of the paper drawer, to match the size of the paper being loaded.

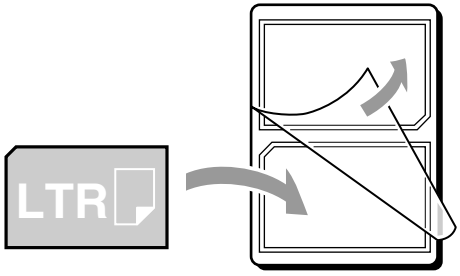


IMPORTANT

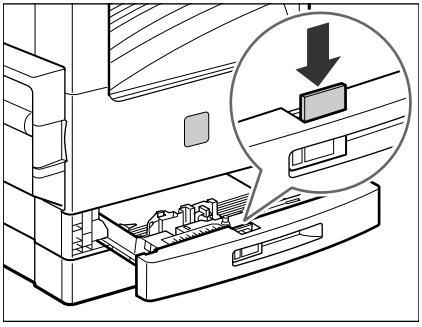
Be sure to set the paper size detector lever correctly. If the lever is set to the wrong position, paper jams or dirty prints may occur, or the inside of the machine may get dirty.

7 Attach the appropriate paper size label onto the paper size plate.

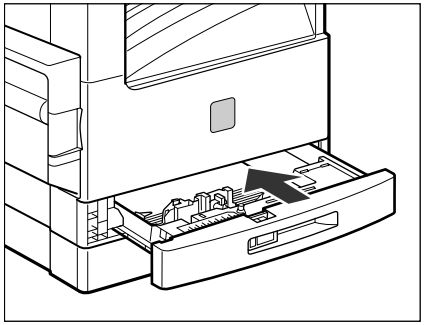
Remove the protecting plastic sheet and attach the label for the paper size you are loading.



8 Change the paper size plate, so that it matches the new paper size being loaded.



9 Gently push the paper drawer back into the machine until it clicks into place in the closed position.

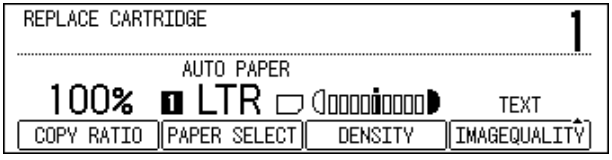


CAUTION

When returning the paper drawer to its closed position, be careful not to get your fingers caught, as this may result in personal injury.

Replacing the Toner Cartridge

When the machine runs out of toner, the alarm lamp blinks and the message <REPLACE CARTRIDGE> appears on the display. When this happens, remove the toner cartridge from the machine and slowly shake it sideways to redistribute toner. Reinstall the toner cartridge in the machine and print out a test page. If the error message still appears, replace the toner cartridge.



WARNING

Do not burn or throw used toner cartridges into open flames, as they may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.

IMPORTANT

Use only the toner cartridge recommended for use with this machine.

Replace the toner cartridge after the message <REPLACE CARTRIDGE> is displayed.

Do not expose the toner cartridge to direct sunlight or strong light.

Do not leave the left cover open for a long time after the toner cartridge is installed.

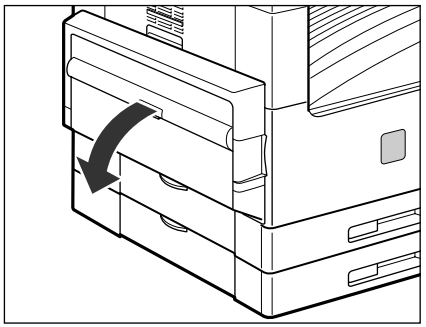
NOTE

After the message <REPLACE CARTRIDGE> appears, approximately 150 prints can still be made. However, since this number may vary depending upon the original, it is recommended to replace the toner cartridge soon after the <REPLACE CARTRIDGE> message appears.

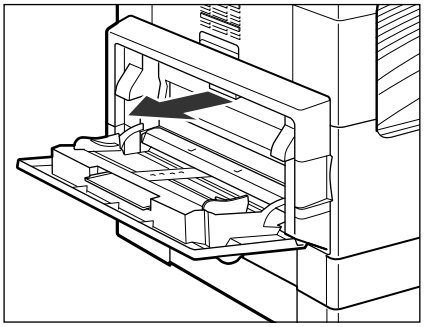
If the toner runs out during a print job, the machine will start printing the remaining pages automatically after you replace the toner cartridge.

A copy/print job will not stop until it is completed, but some fading might occur on the printout as the toner cartridge becomes empty. If you set <TONER SUPPLY LOW> to '01 RX TO MEMORY', the fax job stops. If you set it to '02 KEEP PRINTING', the fax job continues, but the printout will be faint or illegible.

1 **Open the stack bypass.**



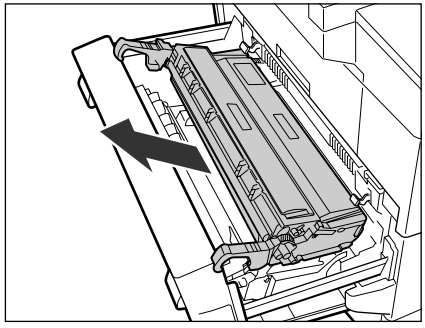
2 **Pull out the left cover of the stack bypass.**



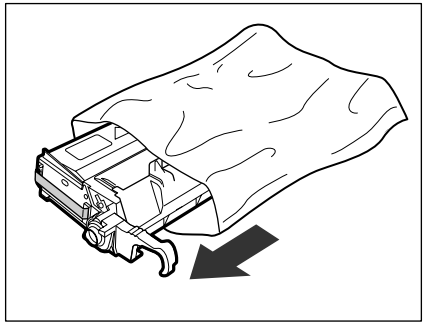
CAUTION

Grasp the handle and pull out the left cover horizontally to the left. (Be careful not to pull it upward as it may easily come off.)

3 **While gripping the handles (marked with blue) of the toner cartridge, pull it out horizontally.**



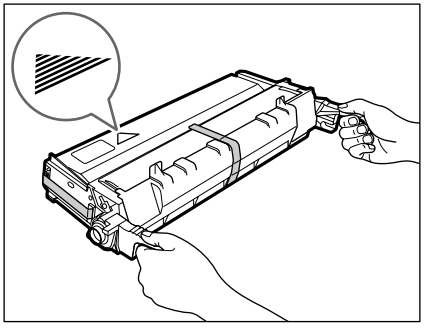
4 **Cut the protective bag of the new toner cartridge with scissors, and remove it from the bag.**



IMPORTANT

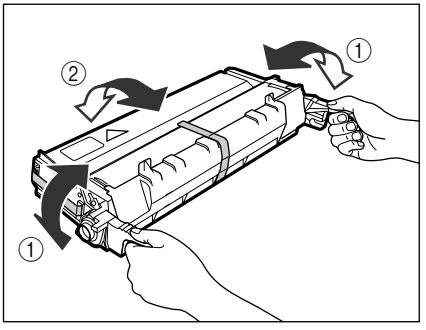
Use only the toner cartridge recommended for use with this machine.

When handling the toner cartridge, hold it by the handles with the triangle facing up as shown in the illustration below. Do not hold the toner cartridge vertically or upside down.

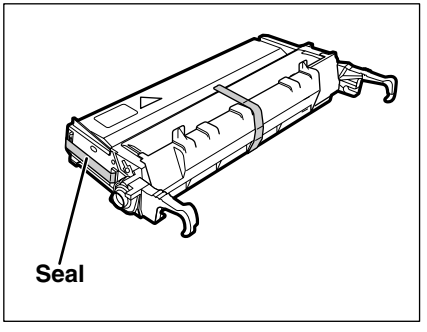


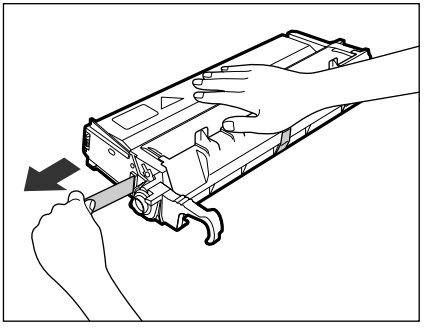
Do not discard the protective bag for the toner cartridge. You will need it later to store the cartridge temporarily when the machine needs servicing.

5 **Hold the new toner cartridge with both hands and gently shake it sideways ① several times, and then back and forth ② several times, to distribute the toner evenly inside the cartridge.**



6 **Place the toner cartridge on a flat stable surface, and hold the cartridge with one hand while removing the seal by pulling it out with the other hand.**





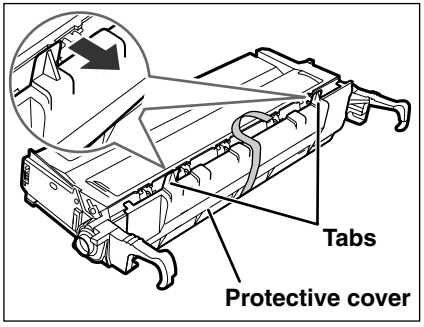
IMPORTANT

Do not stop pulling the seal until it is removed completely from the toner cartridge because the toner may scatter and printing quality may deteriorate.

Pulling the seal upwards or downwards may break the seal. If the seal breaks inside the toner cartridge and cannot be removed completely, the toner cartridge may not be used.

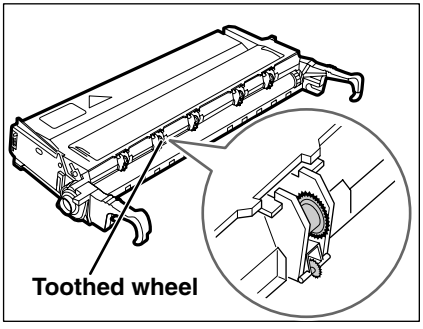
Throw away the seal after removing it from the toner cartridge.

7 **Remove the tape that holds the orange protective cover, and pull the two release tabs on the cover to detach it from the toner cartridge.**



CAUTION

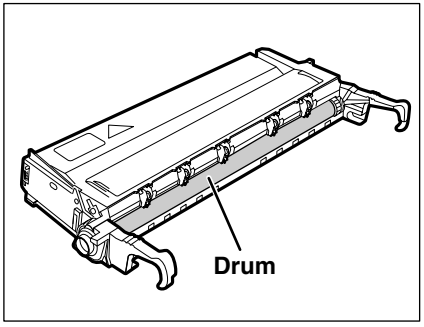
When removing the protective cover, be careful not to touch the toothed wheels on the covered side of the toner cartridge, as this may result in personal injury.



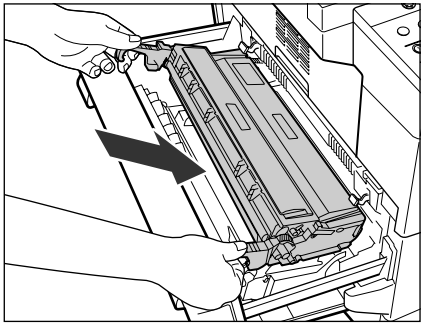
IMPORTANT

Do not reattach the protective cover on the toner cartridge, as this may damage the drum inside the cartridge.

Be careful not to touch the blue-green drum inside the toner cartridge.



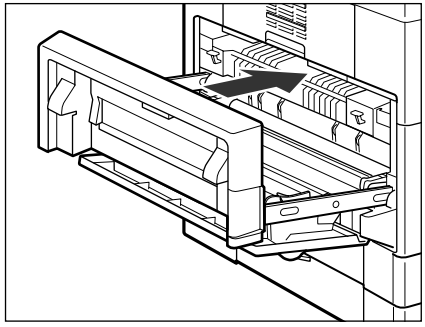
8 While holding the toner cartridge with both hands, align both sides of the cartridge with the guiding grooves on the machine and insert the cartridge horizontally as far as it will go.



IMPORTANT

Be careful not to touch the blue-green drum inside the toner cartridge, as this may damage the drum.

9 Close the left cover of the stack bypass.

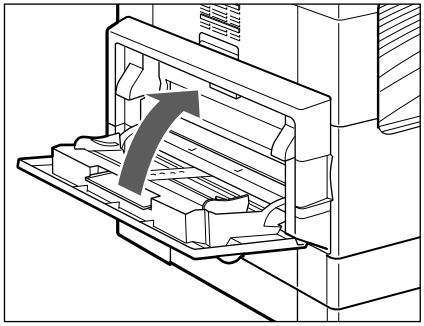


CAUTION

When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.

Close the left cover until it latches. If the cover is not fully closed, the printout might come out lighter.

10 Close the stack bypass.



CAUTION

When closing the stack bypass, be careful not to get your fingers caught, as this may result in personal injury.

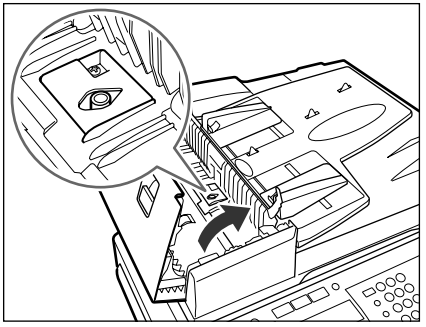
IMPORTANT

Be sure to clean the roller every time you replace the toner cartridge. (See "Roller Cleaning," on p. 6-25.)

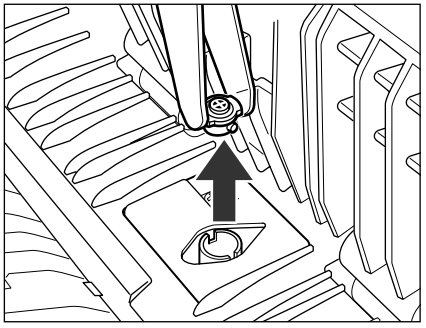
Replacing the Stamp Cartridge

You can print a stamp on the documents that you sent via the feeder. If the stamp becomes faint or no stamp is printed, replace the stamp cartridge with a new one.

1 **Open the feeder cover, then open the inner cover by holding the green handle toward you.**



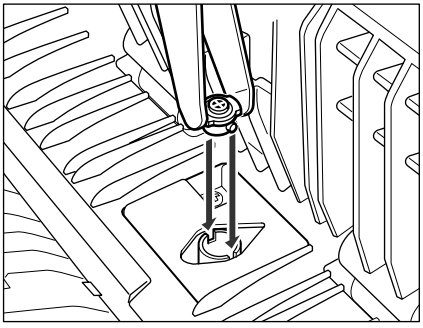
2 **Remove the old stamp cartridge using the supplied tweezers.**



NOTE

Widen the tweezers if necessary.

3 Using the tweezers, insert a new stamp cartridge into the feeder until a "click" is heard.



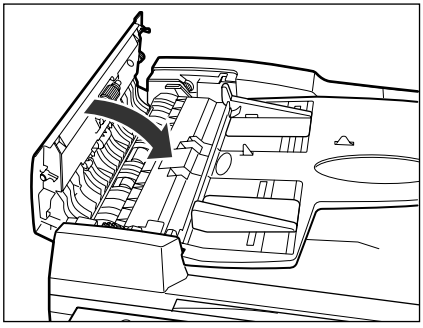
IMPORTANT

Set the stamp cartridge so that the two projections on the cartridge are aligned with the hollows on the feeder.

Be careful that the stamping surface of the stamp cartridge does not protrude.

Incorrect installation of the stamp cartridge may cause a paper jam.

4 Close the inner cover, then close the feeder cover until a "click" is heard.



Routine Cleaning

If the original is not copied clearly, clean the following parts of the machine. For high quality output, we recommend cleaning these parts once a month.

Platen Glass
Underside of the Feeder
Feeder Scanning Area
Roller

WARNING

When cleaning the machine, first turn OFF the main power switch and disconnect the power cord. Failure to do so may result in a fire or electrical shock.

Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so might result in plastic parts becoming deformed.

Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for along period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.

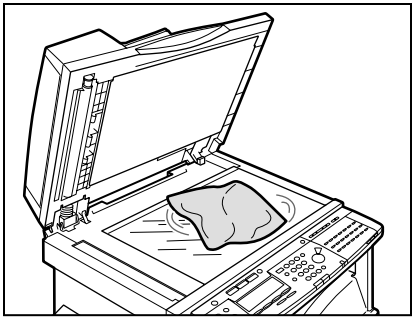
Platen Glass and Cover

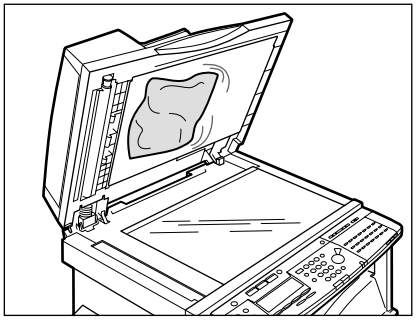
Clean the platen glass and the platen glass cover by following the procedure below.

IMPORTANT

If the platen glass or the platen glass cover is dirty, the original may not be scanned cleanly, or the size of the original may be detected incorrectly.

1 Clean the platen glass and the platen glass cover with a cloth dampened with water, and wipe them with a soft and dry cloth.



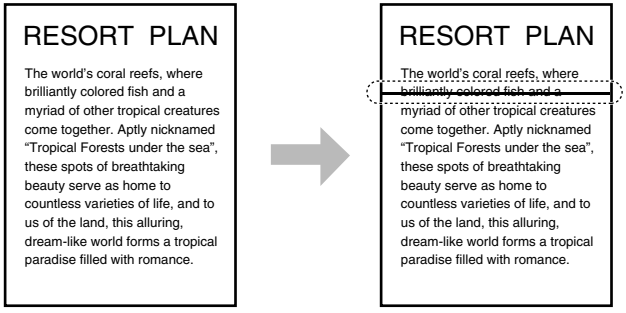


Feeder Cleaning

When scanning the original using the feeder, some streaked lines which do not exist on the original may appear on the output.

If your originals have black streaks or appear dirty after copying them using the feeder, this may be caused by pencil writing rubbing off the originals and onto the roller. Perform this feeder cleaning procedure to clean the feeder scanning area, film, and roller.

If such lines appear, the original scanning area of the feeder may be dirty.

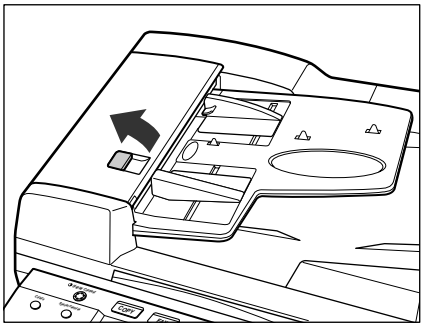


Follow the procedure described below to clean the original scanning area of the feeder.

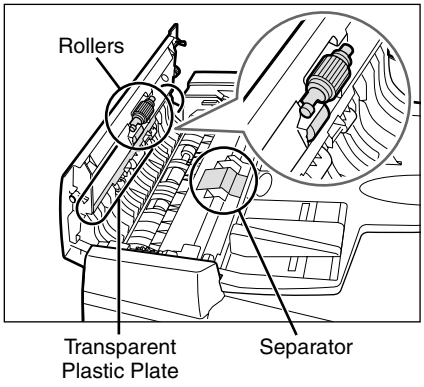
IMPORTANT

If the feeder scanning area is dirty, it may result in a paper jam or blemished print output. Clean the roller while spinning it.

1 **Open the feeder cover.**



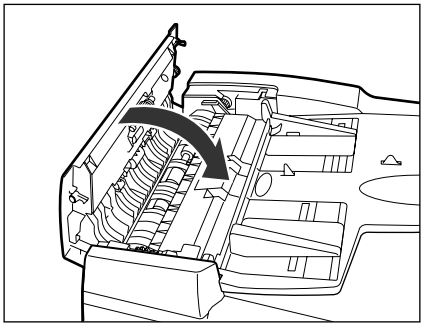
2 **Clean the rollers (total of two places), separator, and transparent plastic plate inside the feeder cover, with a cloth slightly dampened with water.**



CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

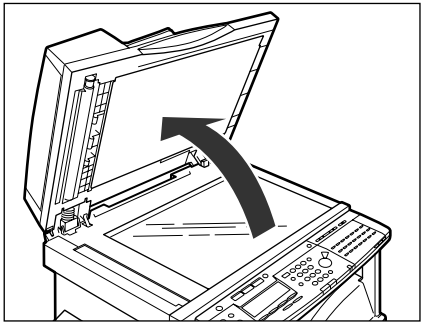
3 Close the feeder cover.



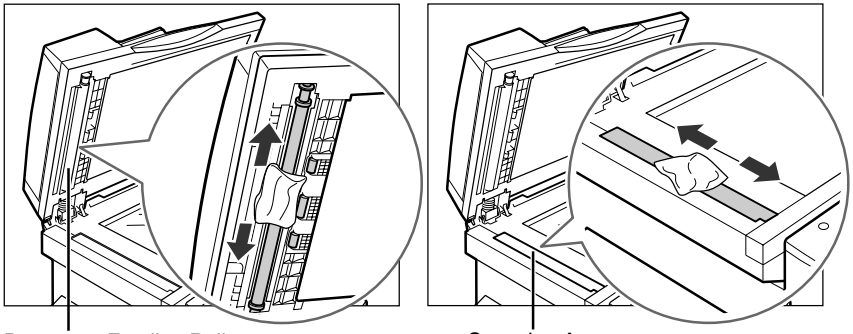
CAUTION

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

4 Open the feeder.



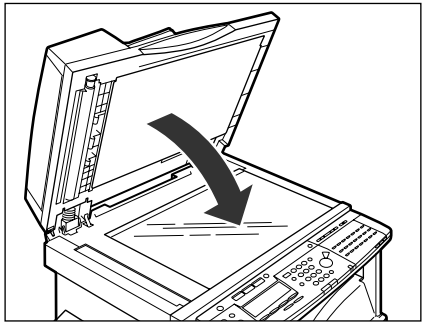
5 Clean the feeder scanning area (platen glass) and the document feeding roller, with a cloth dampened with water.



CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

6 Close the feeder.



CAUTION

When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.

Roller Cleaning

If a black streak appears on the output, the fixing roller in the main unit may be dirty.

In such a case, clean the roller. Also, it is necessary to clean the roller every time you replace the toner cartridge.

First, print the cleaning paper using the machine, then perform the roller cleaning using the cleaning paper.

Load LTR □ paper in the paper drawer to clean the roller.

IMPORTANT

Cleaning paper can be printed only on LTR □ paper.

NOTE

It takes about 2 1/2 minutes to clean the roller.

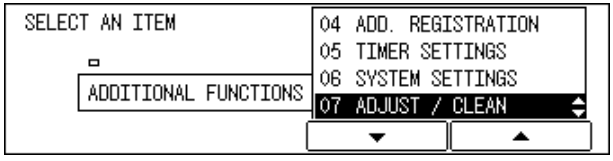
Additional Functions

1 Press [Additional Functions].

The ADDITIONAL FUNCTIONS menu appears, and the indicator light blinks.

F3
F4
OK

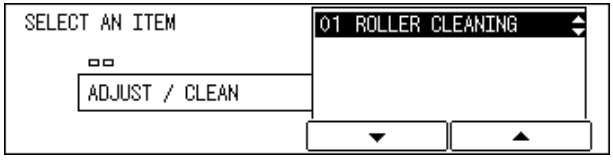
2 Press [F3] (▼) or [F4] (▲) to highlight <07 ADJUST / CLEAN> → press [OK].



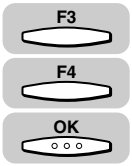
The ADJUST / CLEAN menu appears.

F3
F4
OK

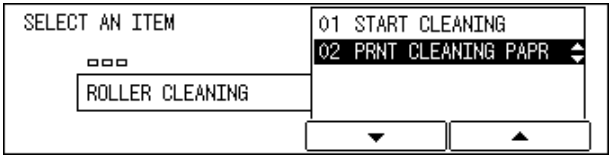
3 Press [F3] (▼) or [F4] (▲) to highlight <01 ROLLER CLEANING> → press [OK].



The ROLLER CLEANING menu appears.

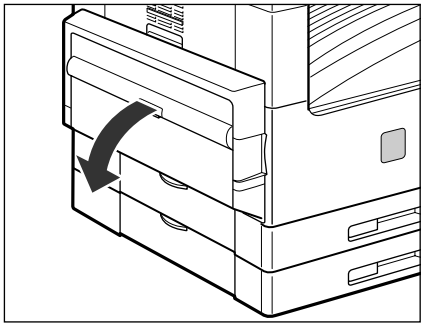


4 **Press [F3] (▼) or [F4] (▲) to highlight <02 PRNT CLEANING PAPR> → press [OK].**

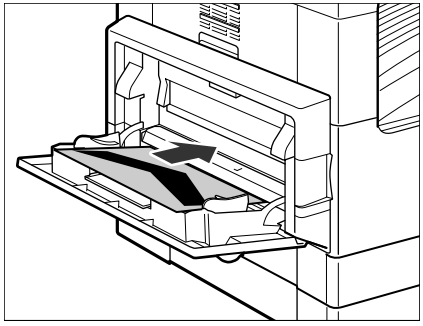


The cleaning paper is printed.

5 **Open the stack bypass.**



6 **Load the cleaning paper with the side on which the letter "V" is printed facing up.**

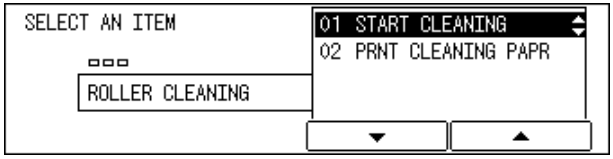


F3

F4

OK

7 Repeat steps 1 to 3 → press [F3] (▼) or [F4] (▲) to highlight <01 START CLEANING> → press [OK].



The machine starts cleaning the roller.

NOTE

If a cleaning paper jam occurs, the alarm indicator blinks red. Press (Stop) → remove the jammed cleaning paper.

Discard the cleaning paper after use.

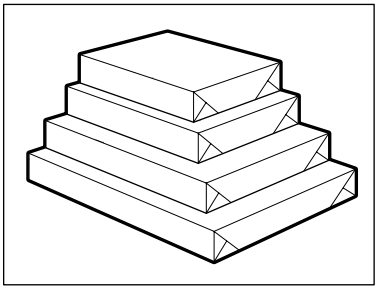
Consumables

The following consumables and accessories are available from Canon. For details, contact your service representative.

We recommend that you order paper stock and toner from your service representative before you run out of them.

■ Paper Stock

In addition to plain paper (11" x 17", LGL, LTR, and STMT), transparencies (dedicated to this machine), labels, and other types of paper stock are available. For details, consult your service representative.



CAUTION

Do not store paper in places exposed to open flames, as this may cause the paper to ignite and result in burns or a fire.

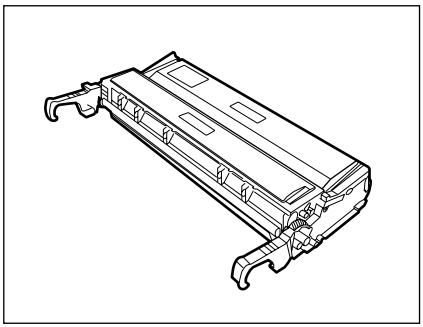
IMPORTANT

For high-quality print output, use paper recommended by Canon.

To prevent moisture build-up, tightly wrap any remaining paper in its original package for storage.

■ Toner Cartridge

When the <REPLACE CARTRIDGE> message appears on the display, replace the toner cartridge with a new one.



⚠ WARNING

Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.

⚠ CAUTION

Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite and result in burns or a fire.

IMPORTANT

Store toner cartridges in a cool location, away from direct sunlight.

- The recommended storage conditions are: temperature below 86˚F (30˚C), and humidity below 80%.

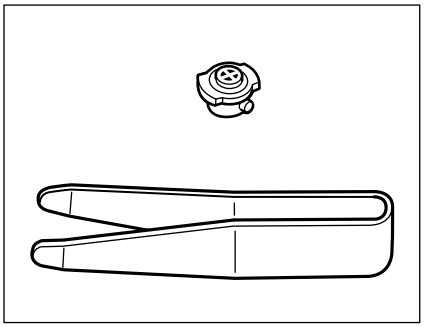
Never store toner cartridges in a vertical position.

■ Genuine Supplies

Canon has developed and manufactured parts, supplies, and Toner specifically for use in this machine. As such, for superior print quality, we recommend that you use Canon-GENUINE brand parts, supplies, and Toner in this machine. Ask your authorized Canon dealer or service provider for Canon-GENUINE brand parts, supplies, and Toner.

■ Stamp Cartridge

This ink cartridge is used to stamp originals when they are sent by fax.



Troubleshooting

7
CHAPTER

This chapter describes what to do in response to a paper jam in the main unit or an error message display.

Clearing Paper Jams 7-2
- Display Indicating the Locations of Paper Jams 7-2
- Left Cover and the Fixing Unit 7-4
- Upper Left Side Cover and the Output Tray 7-8
- Lower Left Side Cover 7-12
- Stack Bypass 7-16
- Feeder 7-17

List of Error Messages 7-21
- Self-Diagnostic Display 7-21

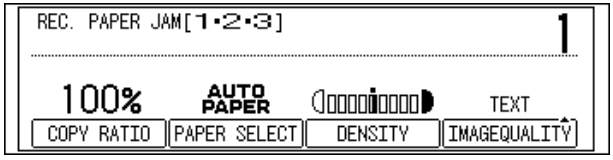
Service Call Message 7-27
- If You Cannot Solve the Problem 7-28

Clearing Paper Jams

If a paper jam occurs, the error message <REC. PAPER JAM> appears on the display and the Alarm lamp flashes.

Display Indicating the Locations of Paper Jams

The error number on the display indicates the location where there is a paper jam. With the power turned ON, remove the jammed paper following the procedures below. If multiple error numbers are displayed, remove the paper following the procedures for each error number.



IMPORTANT

When the message <CHECK DOCUMENT> is displayed, a paper jam occurs in the feeder. Remove the jammed paper from the feeder. (See "Feeder," on p. 7-17.)

WARNING

There are some areas inside the machine which are subject to high voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.

When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.

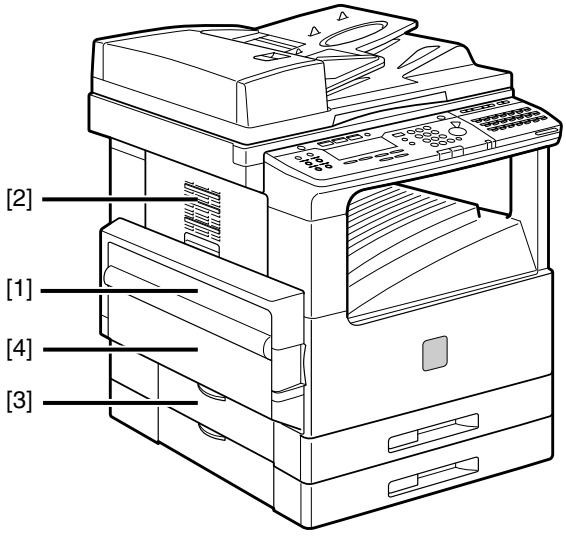
When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.

1 Check the error number and see the appropriate pages for instructions on how to find and remove jammed paper.

If jammed paper tears while being removed, be sure to remove any remaining pieces from inside the machine.

Location of the Paper Jam and the Paper Number Describing How to Remove the Jammed Paper

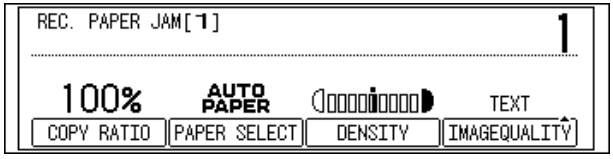


Location of the Paper Jam	Applicable Page
[1]: Left Cover and Fixing Unit	7-4
[2]: Upper Left Side Cover and Output Tray	7-8
[3]: Lower Left Side Cover	7-12
[4]: Stack Bypass	7-16

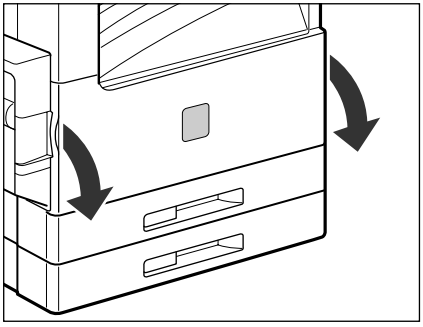
2 After you have cleared all paper jams at the locations indicated on the control panel, restore all levers and covers to their original positions.

Left Cover and the Fixing Unit

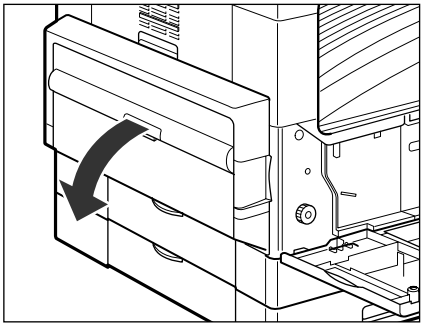
If a paper jam occurs in the left cover and the fixing unit, the following display appears. Follow the procedure described below to remove the jammed paper.



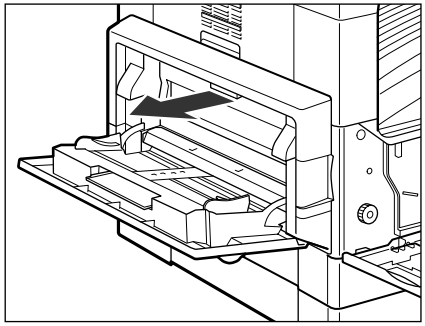
1 Open the front cover of the main unit.



2 Open the stack bypass.



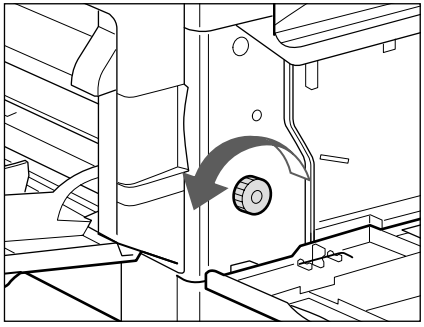
3 Pull out the left cover of the stack bypass.



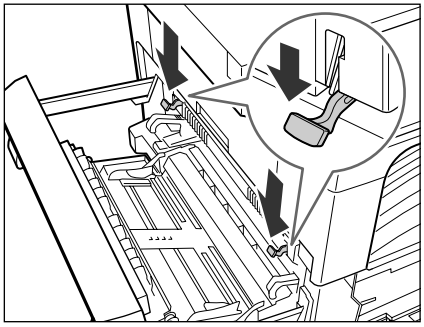
CAUTION

Grasp the handle and pull out the left cover horizontally to the left. (Be careful not to pull it upward as it may easily come off.)

4 Turn the paper feeding dial counterclockwise.



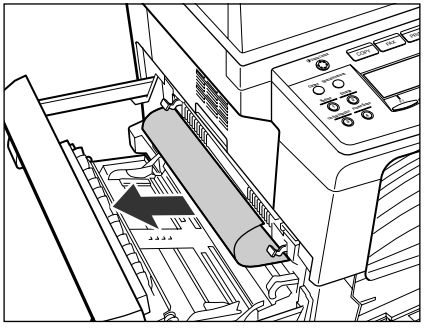
5 Push the green fixing levers down over the toner cartridge.



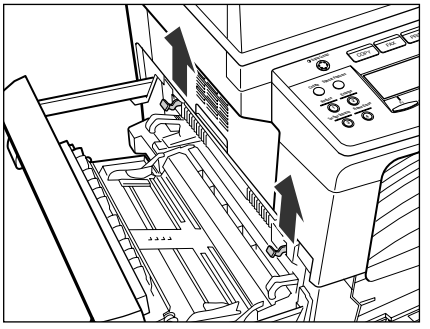
CAUTION

The parts located around the green lever of the exit slot guide are subject to high-temperatures. When removing jammed paper, take care not to touch anything in this area except the lever.

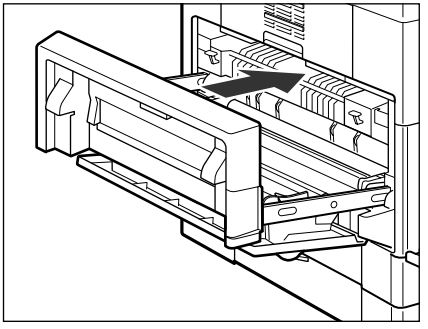
6 Remove any jammed paper.



7 Pull the green fixing lever up over the toner cartridge.



8 Close the left cover of the stack bypass.

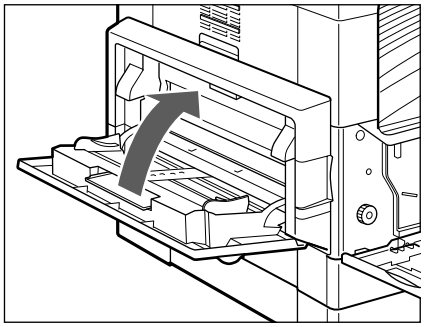


CAUTION

Close the left cover until it latches. If the cover is not fully closed, the printout might come out lighter.

When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.

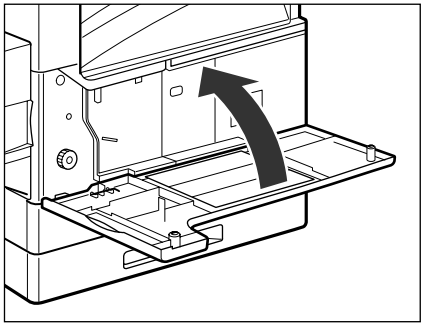
9 Close the stack bypass.



CAUTION

When closing the stack bypass, be careful not to get your fingers caught, as this may result in personal injury.

10 Close the front cover of the main unit.

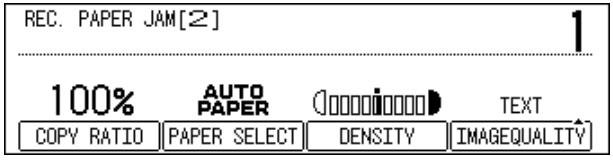


CAUTION

When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.

Upper Left Side Cover and the Output Tray

If a paper jam occurs in the upper left side cover and the output tray, the following display appears. Follow the procedure described below to remove the jammed paper.



WARNING

There are some areas inside the machine that are subject to high voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

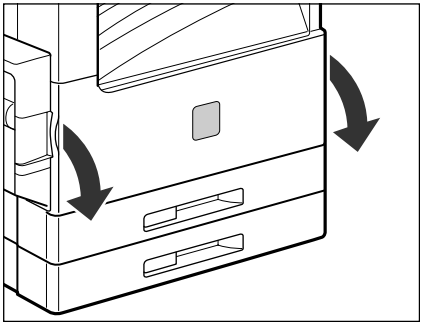
CAUTION

When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.

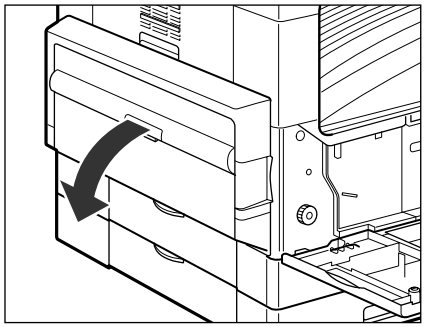
When removing jammed paper, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.

When removing paper that has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

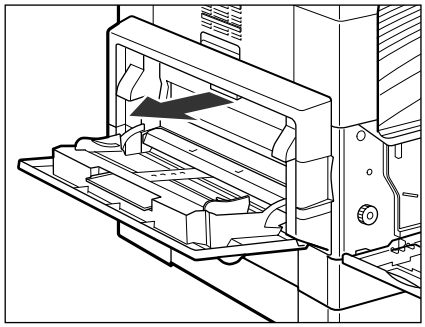
1 Open the front cover of the main unit.



2 Open the stack bypass.



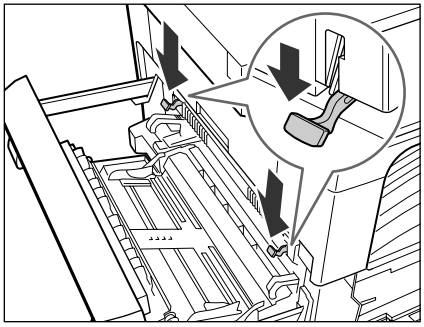
3 Pull out the left cover of the stack bypass.



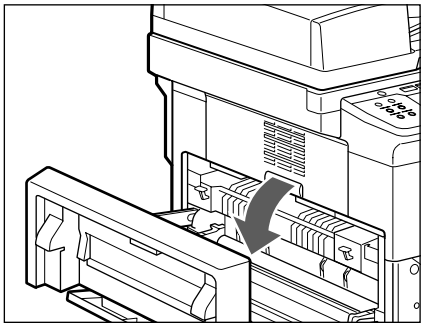
CAUTION

Grasp the handle and pull out the left cover horizontally to the left. (Be careful not to pull it upward as it may easily come off.)

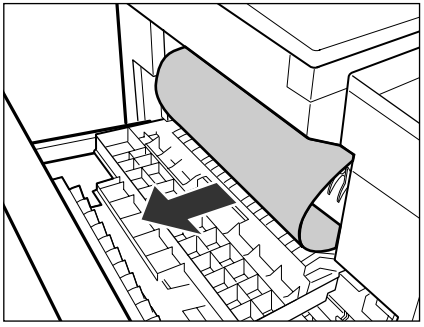
4 Push the green fixing levers down over the toner cartridge.

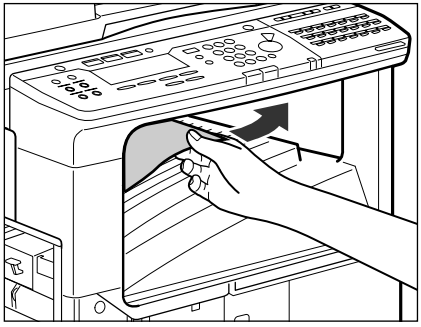


5 Open the upper left cover.

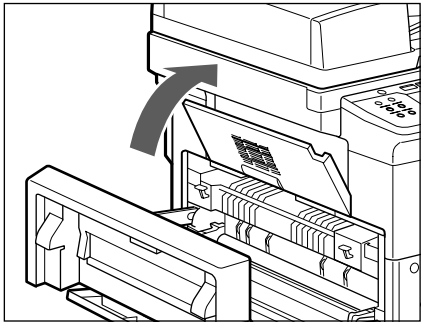


6 Remove any jammed paper.





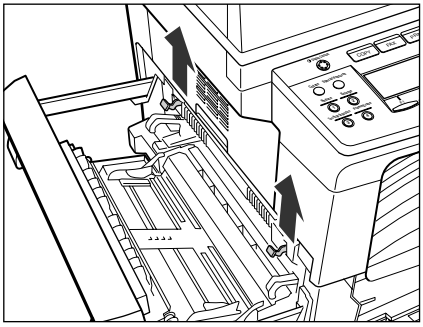
7 Close the upper left cover.



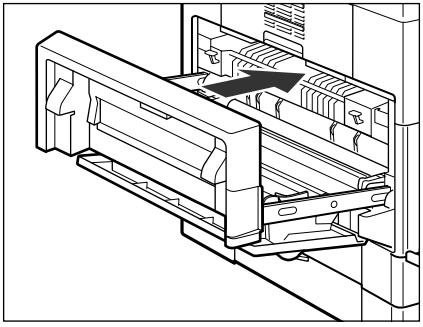
⚠ CAUTION

When closing the upper left cover, be careful not to get your fingers caught, as this may result in personal injury.

8 Pull the green fixing lever up over the toner cartridge.



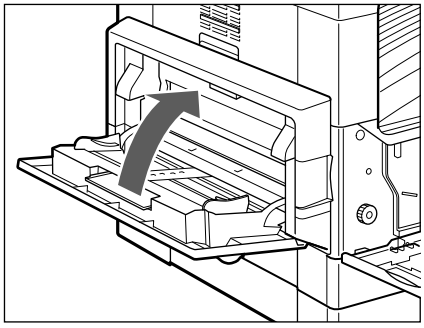
9 Close the left cover of the stack bypass.



CAUTION

Close the left cover until it latches.
When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.

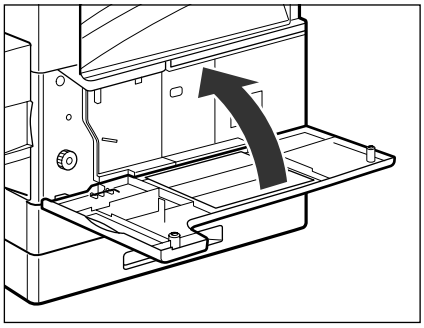
10 Close the stack bypass.



CAUTION

When closing the stack bypass, be careful not to get your fingers caught, as this may result in personal injury.

11 Close the front cover of the main unit.

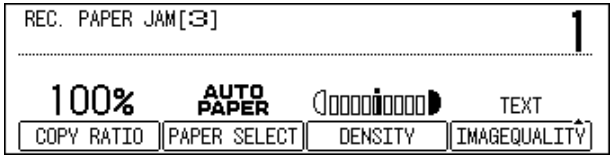


CAUTION

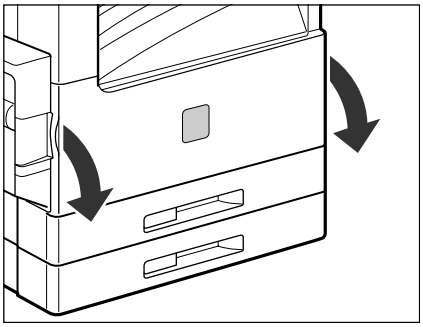
When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.

Lower Left Side Cover

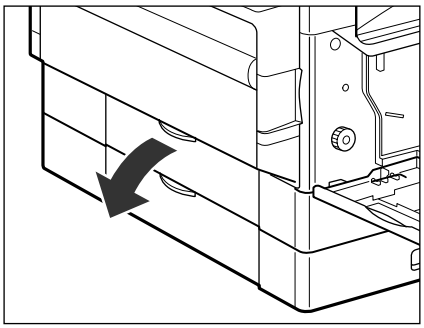
If a paper jam occurs inside the main unit, the following display appears. Follow the procedure described below to remove the jammed paper.



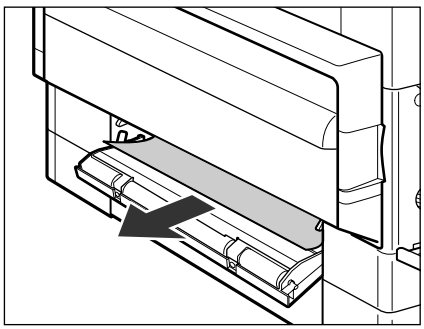
1 **Open the front cover of the main unit.**



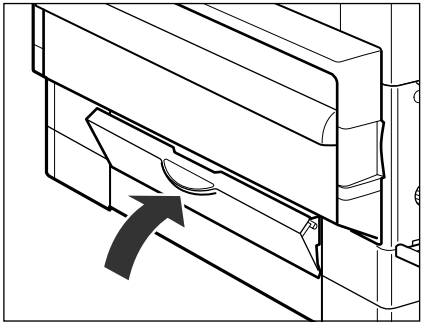
2 **Open the lower left cover of the main unit.**



3 **Remove any paper remaining in the fixing unit.**



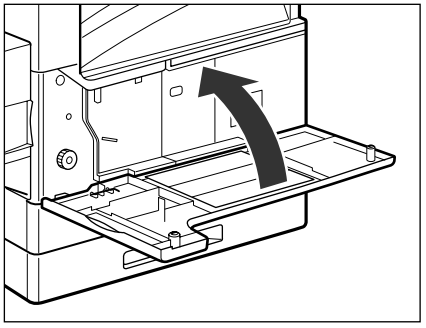
4 Close the lower left cover of the main unit.



CAUTION

When closing the lower left cover, be careful not to get your fingers caught, as this may result in personal injury.

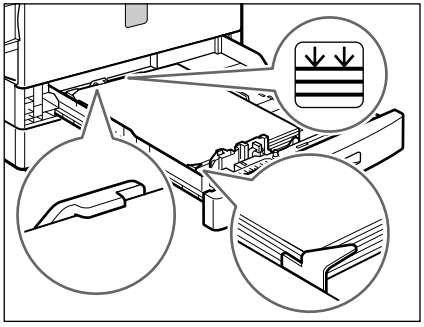
5 Close the front cover of the main unit.



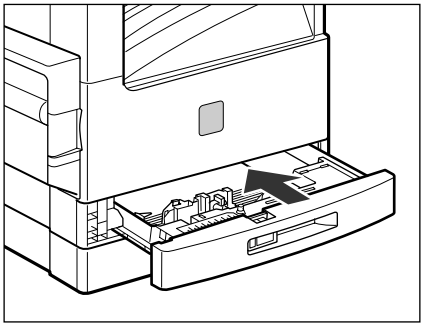
CAUTION

When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.

6 **Pull out the paper drawer and push the corners of the stack down under the tabs.**



7 **Gently push the paper drawer back into the machine until it clicks into place in the closed position.**

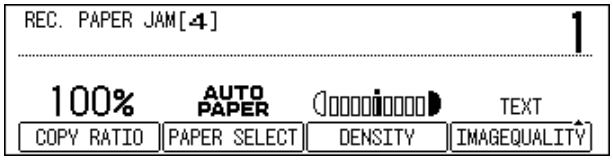


CAUTION

When returning the paper drawer to its closed position, be careful not to get your fingers caught, as this may result in personal injury.

Stack Bypass

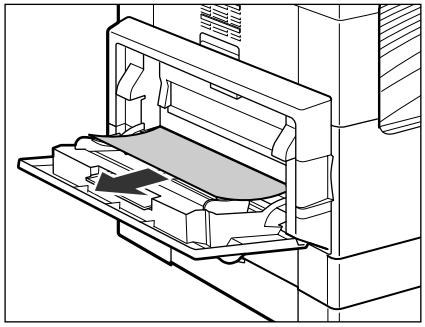
If a paper jam occurs in the stack bypass, the following display appears. Follow the procedure below to remove the jammed paper.



1 Remove all paper from the stack bypass.

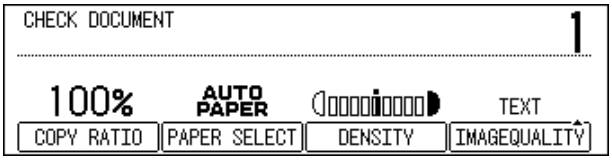
2 Remove any jammed paper.

If you cannot remove the jammed paper, follow the procedure described in "Left Cover and the Fixing Unit," on p. 7-4.



Feeder

If a paper jam occurs in the feeder, the following display appears. Follow the procedure described below to remove the jammed paper.



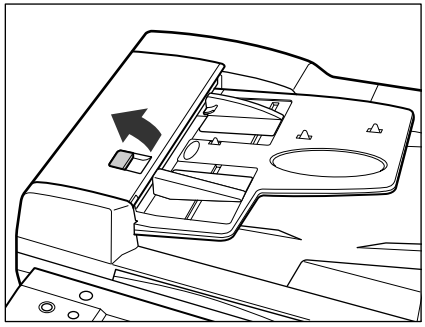
WARNING

There are some areas inside the machine which are subject to high voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

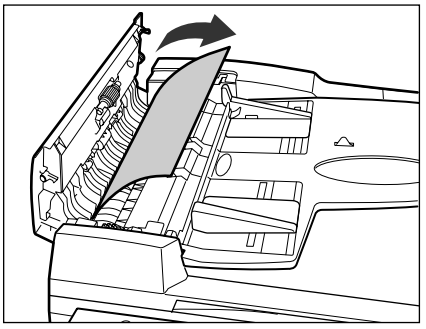
When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.

1 Open the feeder cover.



2 Remove any jammed original.

If you cannot remove the original, proceed to step 3.

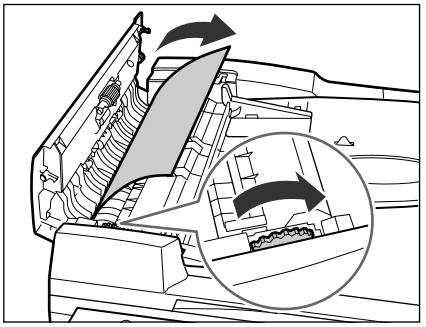


IMPORTANT

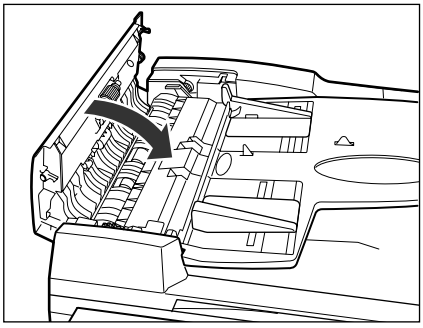
Do not pull the original forcefully, because it may tear.

3 Turn the green knob and remove any jammed original.

If you cannot remove the original, proceed to step 4.



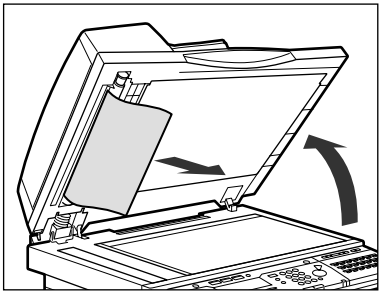
4 Close the feeder cover.



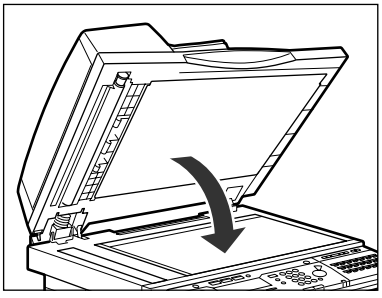
CAUTION

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

5 Open the feeder, and remove any jammed original.



6 Close the feeder.



CAUTION

When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.

List of Error Messages

Self-Diagnostic Display

The machine is equipped with the self-diagnostic function.

Self-diagnostic (error) messages appear on the display when:

Printing cannot be performed because of an operational error.

You need to make a judgment or take some action during scanning or printing.

The following is a list of self-diagnostic messages, along with possible causes and remedies.

ALREADY IN USE

Cause You attempted to create a polling box, preset polling box, transfer box, confidential box, or relay box, but that box is already created.

Remedy Change your setting or choose another box.

AUTO REDIAL

Cause You are waiting to redial because the party you dialed was engaged when you used direct sending.

Remedy In memory sending, no auto redial message appears.

CANNOT DELETE

Cause You attempted to delete the box that contains a document.

Remedy You cannot delete the box.

CHECK DOCUMENT

Cause A paper jam may have occurred in the feeder.

Remedy Remove the jammed document.

CHECK PRINTER

Cause The machine is detecting an error in the printer area.

Remedy Please contact your service representative.

CHECK PRINTER COVER

Cause One or more covers are open.

Remedy Close all the covers.

DATA ERROR

Cause The machine may have trouble.

Remedy Please contact your service representative.

DOCUMENT SCAN ERROR

Cause The machine detected an 11" x 17" original as LTR □ because of its curl, and the TX rotation is activated. This stops scanning. Another possibility is that a paper jam occurred during scanning.

Remedy Press [F4] (OK) → set the original again.

DOCUMENT TOO LONG

Cause You have tried to copy an original that is too long using the feeder.

Remedy Scan it on the platen glass.

INSTALL CARTRIDGE

Cause The toner cartridge is not installed.

Remedy Install the toner cartridge.

LIMIT REACHED

Cause Printing has been restricted.

Remedy Set <RESTRICT PRINTING> from the DEPT. ID MANAGEMENT menu to 'OFF'. (See "Restrictions Using Department ID Management," on p. 5-17.)

LOAD THE APPROPRIATE SIZE PAPER

Cause Although <AUTO PAPER> is selected when copying, appropriate size paper is not set in the paper drawer or on the stack bypass.

Remedy Select the paper size, or set the copy ratio.
If you press [Start] while this message is displayed, the paper with the smallest margin is selected automatically and printing starts.

MEMORY FULL

Cause 1 The machine's memory is full of documents received in memory reception and confidential reception.

Remedy Print the original stored in memory.

Cause 2 The machine's memory is full of scanned documents.

Remedy Divide the original into some stacks and scan them one by one.

NO TEL

Cause The telephone number you attempted to dial using one-touch speed dialing, coded speed dialing, or group dialing was not registered.

Remedy Register the telephone number before using it.

NOT AVAILABLE NOW

Cause 1 You pressed the coded speed dialing key that has already been registered, while you perform group dial registration.

Remedy Check the information registered under the coded speed dialing key before using it.

Cause 2 You pressed the one-touch speed dialing key that has already been registered, while you perform group dial registration.

Remedy Check the information registered under the one-touch speed dialing key before using it.

NOT FOUND, TRY AGAIN

Cause You wish to change the settings of the polling box, preset polling box, transfer box, confidential box, or relay box but no such box has been registered.

Remedy Check the boxes once again.

OPEN THE FRONT COVER

Cause A paper jam has occurred.

Remedy Open the front cover, and follow the procedure described on the label inside the cover to remove the jammed paper.

OUTPUT TRAY FULL

Cause The output tray is full of paper.

Remedy Remove the prints from the output tray.

PLEASE WAIT

Cause This message is displayed when the main power is turned ON. Also, when the machine is not ready to print, this display appears.

Remedy Wait until the message disappears.

PRINT DIFFERENT PAPER SIZE

Cause The paper loaded is a different size to the document stored in memory.

Remedy If you do not mind printing the document on different size paper, select <YES>. If not, select <NO> or press [Stop] → replace the paper → press [Start].

REC. PAPER JAM

Cause An original jam or paper jam has occurred, preventing you from making prints.

Remedy Remove paper from the machine following the guidance. If you open a cover during printing, this message also appears. In such a case, open the cover again and check if there is any jammed paper. If you find any, remove it, and close the cover. Then the message disappears.

RECEIVED IN MAILBOX

Cause A document was received in the confidential mailbox.

Remedy Enter the subaddress and password of the confidential mailbox in which the document was received, and print out the document stored in memory.

RECEIVED IN MEMORY

Cause A document was received in memory because the toner or paper has run out.

Remedy Replace the toner cartridge or replenish the paper, then print out the document stored in memory.

REPLACE CARTRIDGE

Cause The toner cartridge has run out of toner.

Remedy Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 6-11.)

START AGAIN

Cause 1 A transmission error occurred because the line condition was poor.

Remedy Try again from the beginning.

Cause 2 The paper jammed or ran out during the printing of a report.

Remedy Remove the jammed paper or replenish the paper. Then try again from the beginning.

STOP KEY PRESSED/PRESS OK KEY

Cause [Stop] has been pressed while scanning the original using the feeder.

Remedy Press [OK] → set the original again.

SYSTEM ERROR/E100

Cause A malfunction has occurred in the machine.

Remedy Please contact your service representative.

SUPPLY REC. PAPER

Cause The paper drawer is out of paper, or not inserted correctly.

Remedy Insert the paper drawer into the machine as far as it will go or load paper.

THERE IS PAPER ON PLATEN GLASS

Cause A document that has already been sent or copied remains on the platen glass.

Remedy Remove the document from the platen glass, and try again.

TRANSMITTING...

Cause 1 During the current transmission, your machine may have tried to send a document identified from the list of documents in memory.

Remedy Resend the document when transmission of the first document is complete.

Cause 2 You tried to send a document using direct sending while sending another document from memory.

Remedy Wait until the transmission from memory is complete. Then resend the document using direct sending.

TX LIMIT REACHED

Cause Sending has been restricted.

Remedy Set <RESTRICT TX> from the DEPT. ID MANAGEMENT menu to 'OFF'. (See "Restrictions Using Department ID Management," on p. 5-17.)

WRONG PAPER SIZE SETTING

Cause It is possible that the paper size detected automatically by the paper drawer does not match the actual paper size. Another possibility is that the paper size selected for the stack bypass in the USE STACK BYPASS menu does not match the paper size actually set on the stack bypass.

Remedy Make sure the actual paper size matches the selected paper size. Set the correct paper size and open the front cover, then close it.

Service Call Message

If a malfunction occurs to the machine, service call messages appear on the display.

WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

CAUTION

Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.

IMPORTANT

If you turn OFF the main power when there is any stored job, its data will be deleted.

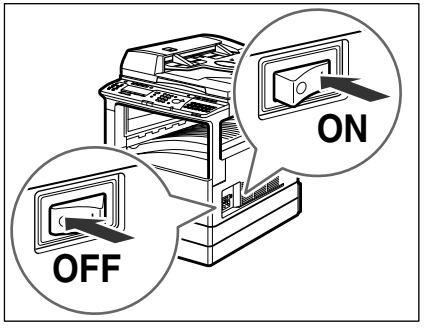
If <SYSTEM ERROR/E100> appears on the display, see "List of Error Messages," on p. 7-21.

If You Cannot Solve the Problem

If a malfunction occurs to the machine, service call messages appear on the display. Follow the procedure described below to solve the problem.

Example: EXXX

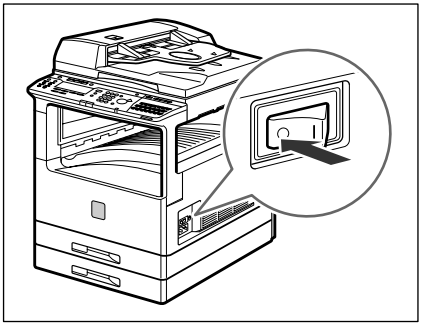
1 Turn OFF the main power, wait for at least 10 seconds, then turn it ON again.



2 If the problem persists, do the following and contact your service representative.

Turn OFF the main power.

Disconnect the power cord from the power outlet.



NOTE

When consulting your service representative, check the following:

- Model name: imageCLASS 2300
- Problem and status of the machine
- Error code on the display

Appendix

8
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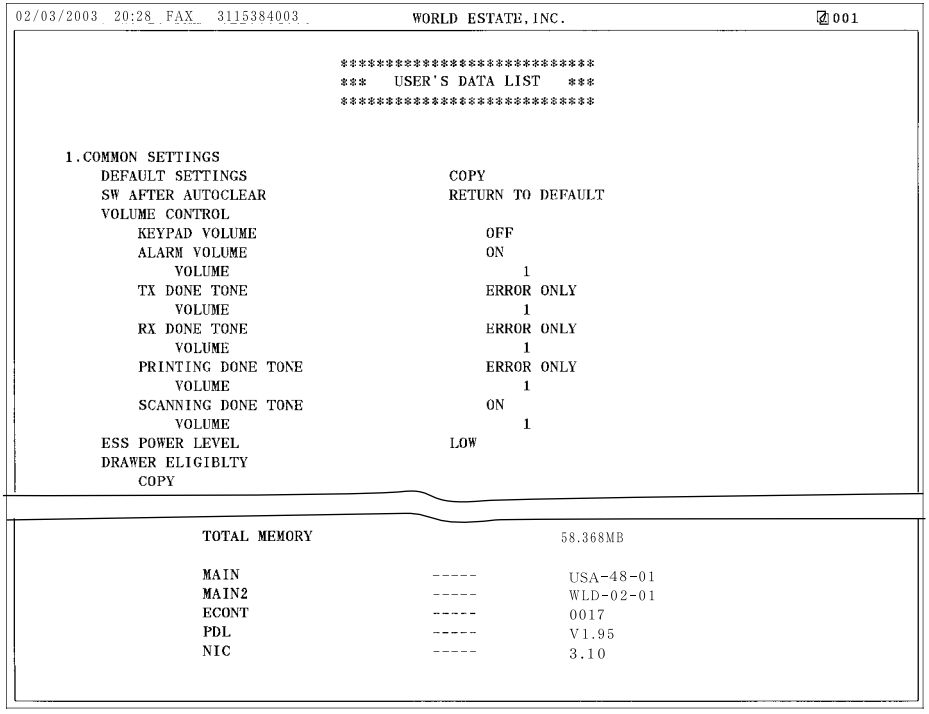
Report Samples

You can confirm the dialing addresses, machine settings and transmission/reception results by printing reports.

User's Data List

This lists all the settings made in the Additional Functions menu.

For how to print the list, see "Printing Reports and Lists," on p. 3-31.



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****
*** USER'S DATA LIST ***
****

1.COMMON SETTINGS
DEFAULT SETTINGS — COPY
SW AFTER AUTOCLEAR — RETURN TO DEFAULT
VOLUME CONTROL
KEYPAD VOLUME — OFF
ALARM VOLUME — ON
VOLUME — 1
TX DONE TONE — ERROR ONLY
VOLUME — 1
RX DONE TONE — ERROR ONLY
VOLUME — 1
PRINTING DONE TONE — ERROR ONLY
VOLUME — 1
SCANNING DONE TONE — ON
VOLUME — 1
ESS POWER LEVEL — LOW
DRAWER ELIGIBLTY
COPY

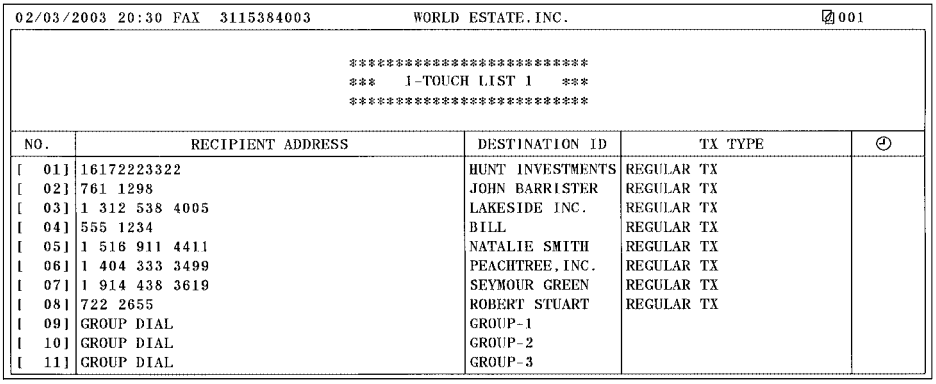
TOTAL MEMORY 58.368MB

MAIN	-----	USA-48-01
MAIN2	-----	WLD-02-01
ECONT	-----	0017
PDL	-----	V1.95
NIC	-----	3.10

One-Touch Speed Dialing List 1

This lists the recipient addresses registered to all the one-touch speed dialing codes.

For how to print the list, see "Printing Reports and Lists," on p. 3-31.



02/03/2003 20:30 FAX 3115384003 WORLD ESTATE.INC. 001

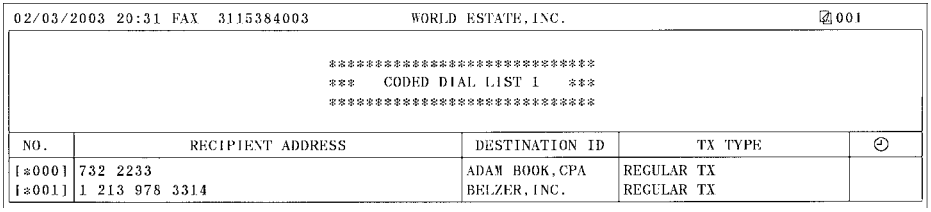
****
*** 1-TOUCH LIST 1 ***
****

NO.	RECIPIENT ADDRESS	DESTINATION ID	TX TYPE	
[01]	16172223322	HUNT INVESTMENTS	REGULAR TX	
[02]	761 1298	JOHN BARRISTER	REGULAR TX	
[03]	1 312 538 4005	LAKESIDE INC.	REGULAR TX	
[04]	555 1234	BILL	REGULAR TX	
[05]	1 516 911 4411	NATALIE SMITH	REGULAR TX	
[06]	1 404 333 3499	PEACHTREE,INC.	REGULAR TX	
[07]	1 914 438 3619	SEYMOUR GREEN	REGULAR TX	
[08]	722 2655	ROBERT STUART	REGULAR TX	
[09]	GROUP DIAL	GROUP-1		
[10]	GROUP DIAL	GROUP-2		
[11]	GROUP DIAL	GROUP-3		

Coded Speed Dialing List 1

This lists the recipient addresses registered to all the coded speed dialing codes.

For how to print the list, see "Printing Reports and Lists," on p. 3-31.



02/03/2003 20:31 FAX 3115384003 WORLD ESTATE,INC. 001

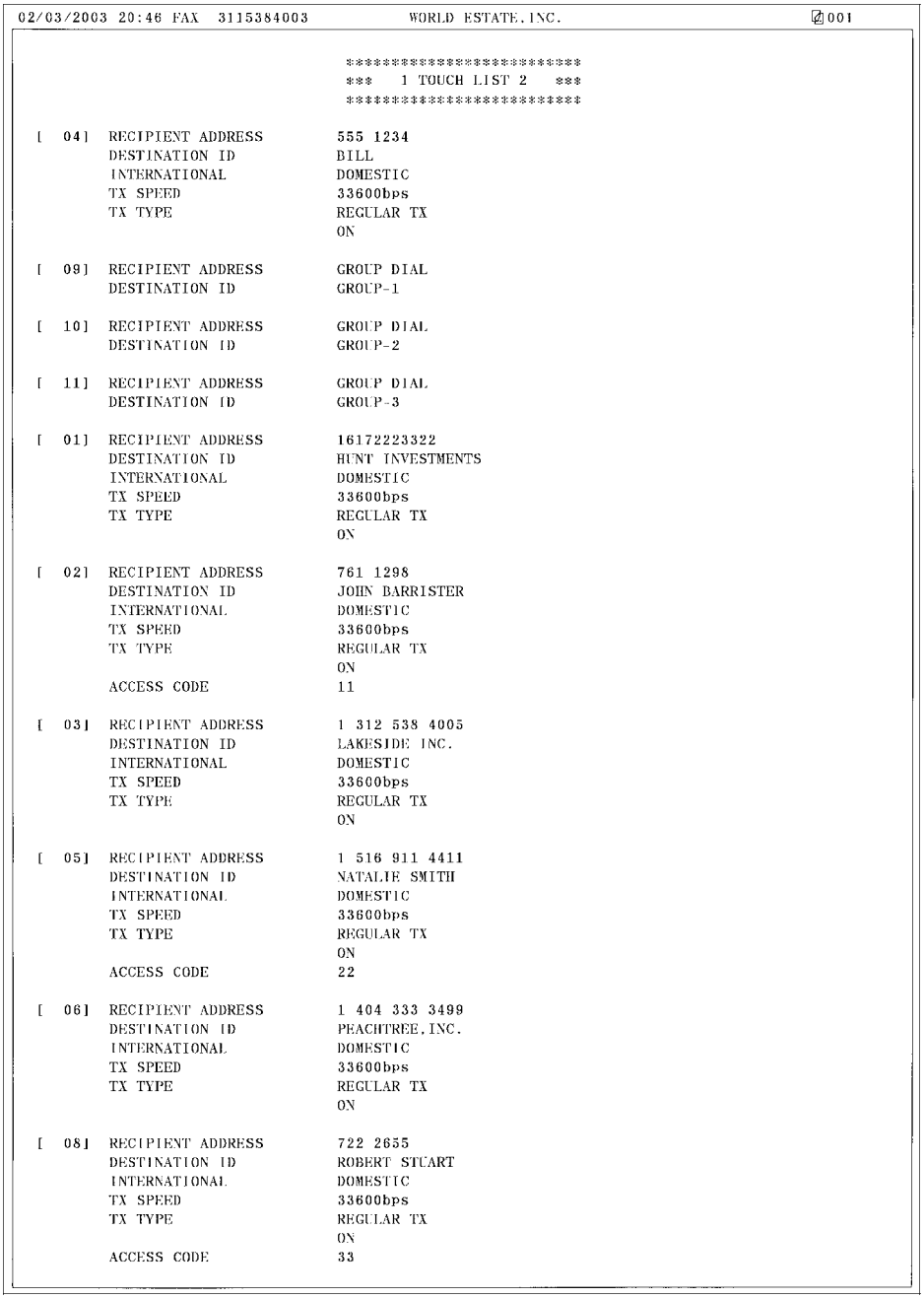
****
*** CODED DIAL LIST 1 ***
****

NO.	RECIPIENT ADDRESS	DESTINATION ID	TX TYPE	
[#000]	732 2233	ADAM BOOK,CPA	REGULAR TX	
[#001]	1 213 978 3314	BELZER,INC.	REGULAR TX	

One-Touch Speed Dialing List 2

This lists the detailed data of the recipient addresses registered to all the one-touch speed dialing codes.

For how to print the list, see "Printing Reports and Lists," on p. 3-31.



02/03/2003 20:46 FAX 3115384003 WORLD ESTATE.INC. 001

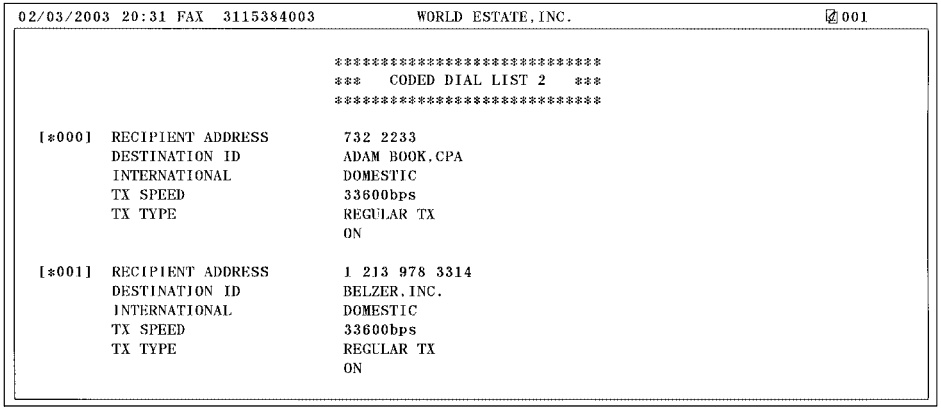
****
*** 1 TOUCH LIST 2 ***
****

[04]	RECIPIENT ADDRESS	555 1234
	DESTINATION ID	BILL
	INTERNATIONAL	DOMESTIC
	TX SPEED	33600bps
	TX TYPE	REGULAR TX
		ON
[09]	RECIPIENT ADDRESS	GROUP DIAL
	DESTINATION ID	GROUP-1
[10]	RECIPIENT ADDRESS	GROUP DIAL
	DESTINATION ID	GROUP-2
[11]	RECIPIENT ADDRESS	GROUP DIAL
	DESTINATION ID	GROUP-3
[01]	RECIPIENT ADDRESS	16172223322
	DESTINATION ID	HUNT INVESTMENTS
	INTERNATIONAL	DOMESTIC
	TX SPEED	33600bps
	TX TYPE	REGULAR TX
		ON
[02]	RECIPIENT ADDRESS	761 1298
	DESTINATION ID	JOHN BARRISTER
	INTERNATIONAL	DOMESTIC
	TX SPEED	33600bps
	TX TYPE	REGULAR TX
		ON
	ACCESS CODE	11
[03]	RECIPIENT ADDRESS	1 312 538 4005
	DESTINATION ID	LAKESIDE INC.
	INTERNATIONAL	DOMESTIC
	TX SPEED	33600bps
	TX TYPE	REGULAR TX
		ON
[05]	RECIPIENT ADDRESS	1 516 911 4411
	DESTINATION ID	NATALIE SMITH
	INTERNATIONAL	DOMESTIC
	TX SPEED	33600bps
	TX TYPE	REGULAR TX
		ON
	ACCESS CODE	22
[06]	RECIPIENT ADDRESS	1 404 333 3499
	DESTINATION ID	PEACHTREE,INC.
	INTERNATIONAL	DOMESTIC
	TX SPEED	33600bps
	TX TYPE	REGULAR TX
		ON
[08]	RECIPIENT ADDRESS	722 2655
	DESTINATION ID	ROBERT STUART
	INTERNATIONAL	DOMESTIC
	TX SPEED	33600bps
	TX TYPE	REGULAR TX
		ON
	ACCESS CODE	33

Coded Speed Dialing List 2

This lists the detailed data of the recipient addresses registered to all the coded speed dialing codes.

For how to print the list, see "Printing Reports and Lists," on p. 3-31.



```
02/03/2003 20:31 FAX  3115384003          WORLD ESTATE,INC.                001

                                  ******************************
                                  ***   CODED DIAL LIST 2    ***
                                  ******************************

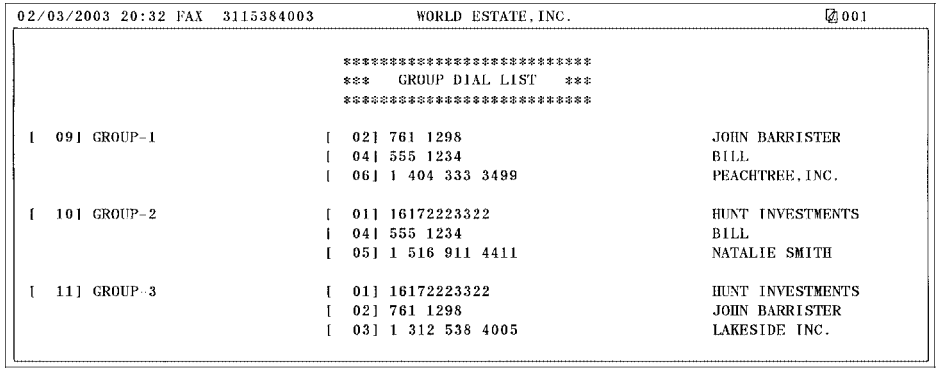
[*000]  RECIPIENT ADDRESS          732 2233
        DESTINATION ID             ADAM BOOK,CPA
        INTERNATIONAL              DOMESTIC
        TX SPEED                   33600bps
        TX TYPE                    REGULAR TX
                                   ON

[*001]  RECIPIENT ADDRESS          1 213 978 3314
        DESTINATION ID             BELZER,INC.
        INTERNATIONAL              DOMESTIC
        TX SPEED                   33600bps
        TX TYPE                    REGULAR TX
                                   ON
```

Group Dialing List

This lists the recipient addresses registered to all the group dialing codes.

For how to print the list, see "Printing Reports and Lists," on p. 3-31.



```
02/03/2003 20:32 FAX  3115384003          WORLD ESTATE,INC.                001

                                  ******************************
                                  ***   GROUP DIAL LIST    ***
                                  ******************************

[  09] GROUP-1                    [  02] 761 1298                  JOHN BARRISTER
                                  [  04] 555 1234                  BILL
                                  [  06] 1 404 333 3499            PEACHTREE,INC.

[  10] GROUP-2                    [  01] 16172223322               HUNT INVESTMENTS
                                  [  04] 555 1234                  BILL
                                  [  05] 1 516 911 4411            NATALIE SMITH

[  11] GROUP-3                    [  01] 16172223322               HUNT INVESTMENTS
                                  [  02] 761 1298                  JOHN BARRISTER
                                  [  03] 1 312 538 4005            LAKESIDE INC.
```

Access Code List

This lists the recipient addresses registered to all the access codes.

For how to print the list, see "Printing Reports and Lists," on p. 3-31.

02/03/2003 20:32 FAX 3115384003 WORLD ESTATE.INC. 001

****
*** ACCESS CODE LIST ***
****

NO.	RECIPIENT ADDRESS	DESTINATION ID	TX TYPE	
#11	761 1298	JOHN BARRISTER	REGULAR TX	
#22	1 516 911 4411	NATALIE SMITH	REGULAR TX	
#33	722 2655	ROBERT STUART	REGULAR TX	

Specifications

Specifications are subject to change without notice for product improvement or future release.

Main Unit

Item	Specifications	
Name	Canon imageCLASS 2300	
Type	Desktop	
Platen	Stationary	
Photoconductive Material	OPC	
Copying System	Indirect electrostatic copying	
Developing System	One component dry jumping exposure	
Fixing System	Heat Roller Fusing	
Resolution	Reading	600 dpi x 600 dpi
	Writing	approx. 1200 dpi x 600 dpi
	Printing	approx. 2400 dpi x 600 dpi
Number of Tones	256	
Acceptable Paper Stock	Paper drawer	16 to 24 lb bond (60 to 90 g/m^2) Plain, Colored paper, Recycled paper
	Stack bypass	16 to 32 lb bond (60 to 128 g/m^2) Plain, Heavy, Colored paper, Recycled, Transparency, Labels, Envelopes
Acceptable Originals	Sheet, Books, three dimensional objects (Up to approx. 2 kg)	
Maximum Original Size	11 5/8" x 17" (297 mm x 432 mm)	
Paper Sizes	Paper drawer: 11" x 17" ▭, LGL ▭, LTR ▯, LTR ▭, STMT ▯ Stack bypass: 11" x 17" ▭, LGL ▭, LTR ▯, LTR ▭, STMT ▯, STMT ▭, Free-size (4" x 5 3/4" to 11 5/8" x 17" (100 mm x 148 mm to 297 mm x 432 mm)), Envelopes (COM10, DL, Monarch)	
Margin Areas	Leading edge: Left and right side: Trailing edge:	1/8" ± 1/16" (3.0 ± 2.0 mm) 1/8" ± 1/16" (3.0 ± 2.0 mm) 1/8" ± 1/16" (3.0 ± 2.0 mm)

Item	Specifications		
Warm-Up Time	When main power is turned ON: approx. 30 seconds Activation time from Energy Saver mode: Power Consumption at Energy Saver mode: <LOW>: approx. 30 seconds Power Consumption at Energy Saver mode: <HIGH>: approx. 10 seconds *Activation time may vary depending on the conditions under which the machine is used. (In all cases, at a room temperature of 68˚F (20˚C).)		
First Copy Time	Platen glass selected: 8.3 seconds (LTR ▯, direct, paper drawer 1)		
Copy Speed	Direct	11" x 17" ▭	9 cpm
		LGL ▭	10 cpm
		LTR ▯	20 cpm
		LTR ▭	16 cpm
		STMT ▯	20 cpm
	Reduction	LGL ▭ → LTR ▭ (78%)	16 cpm
		11" x 17" ▭ → LGL ▭ (73%)	10 cpm
		11" x 17" ▭ → LTR ▭ (64%)	16 cpm
	Enlargement	LGL ▭ → 11" x 17" ▭ (121%)	9 cpm
		LTR ▭ → 11" x 17" ▭ (129%)	9 cpm
		STMT ▭ → 11" x 17" ▭ (200%)	9 cpm
	Except when paper is fed from the stack bypass.		
Magnification	Direct	1:1 (±0.5%)	
	Reduction	1:0.78 (LGL → LTR) 1:0.73 (11" x 17" → LGL) 1:0.64 (11" x 17" → LTR) 1:0.50 (11" x 17" → STMT)	
	Enlargement	1:1.21 (LGL → 11" x 17") 1:1.29 (LTR → 11" x 17") 1:2.00 (STMT → 11" x 17")	

Item	Specifications	
Paper Feeding System	Paper drawer:	250 sheets x 2 drawers (20 lb bond (80 g/m^2))
	Stack bypass:	100 sheets (LTR ▯, LTR ▭, STMT ▯, STMT ▭, 20 lb bond (80 g/m^2)) 50 sheets (LGL ▭,11" x 17" ▭, 20 lb bond (80 g/m^2)) 50 sheets (Transparencies, Heavy weight paper, 24 to 32 lb bond (90 to 128 g/m^2)) 10 envelopes 1 sheet (Labels)
Exposure Control	Automatic or manual exposure control	
Multiple Copies	99 sheets maximum	
Power Source	120 V AC ± 10% (50/60 Hz)	
Max Power Consumption	940W max.	
Dimensions (H x W x D)	29 2/5" x 24 1/4" x 24 3/4" (747 mm x 615 mm x 631 mm)	
Installation Space (W x D)	33 1/2 x 24 3/4" (852 mm x 631 mm) (Dimensions of stack bypass tray is given for extended condition.)	
Weight	Approx. 109 lb (49.5 kg)	

Feeder

Item	Specifications
Type	Automatic Document Feeder
Originals	Original supply tray: 11" x 17" ▭, LGL ▭, LTR ▯, LTR ▭
Original Paper Weights	10 to 32 lb bond (37 to 128 g/m^2) (One-page scanning for 10 to 14 lb bond (37 to 51 g/m^2) and 28 to 32 lb bond (105 to 128 g/m^2))
Original Tray Capacity	11" x 17" ▭, LGL ▭: 25 sheets (20 lb bond (80 g/m^2)) LTR ▯, LTR ▭, STMT ▯: 50 sheets (20 lb bond (80 g/m^2))
Original Replacement Speed	20 sheets/minute (LTR ▯)
Power Source	From main unit
Power Consumption	Maximum 30W
Dimensions (H x W x D)	4 3/4" x 23 1/4" x 19" (122 mm x 592 mm x 484 mm)
Weight	Approx. 16 lb (7.1 kg)

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